

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
JANUARY 22, 2013
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

CITIZENS COMMENTS - *Individuals may address the City Council about any item not included on the regular agenda. Specific procedures that are used for Citizens Comments are available on notecards located in the rack near the entrance to the Council Chambers. Speakers are requested to come to the podium, state their name and address for the clerk's record, and limit their remarks to three minutes. Generally, the City Council will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.*

COUNCIL COMMENTS

CONSENT AGENDA - *These items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

1. January 7, 2013 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes-
 - Park and Recreation Commission, December, 19, 2012
3. Monthly Reports
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation
4. Verified Claims

5. Purchases
6. License Applications
7. Reappointment of Emy Johnson to the Economic Development Authority
8. Acceptance of Gifts—The Larks
9. Application for Exempt Permit—Shoreview Einhausen Sister City Association
10. Extension of Tree Removal Contract

PUBLIC HEARING

11. Public Hearing—Authorize Preparation of Final Plans and Specifications—County Road D/Cottage Place Reconstruction, CP 13-01A and 13-01B
12. Public Hearing—Authorize Preparation of Plans and Specification—Red Fox Road, CP 12-04

GENERAL BUSINESS

13. Resolution to Participate in MN GreenStep Cities Program

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
January 7, 2013**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on January 7, 2013.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

OATH OF OFFICE

City Attorney Filla administered the oath of office to newly elected officials: Mayor Martin and Councilmembers Ady Wickstrom, and Emy Johnson.

Councilmember Johnson acknowledged her great thanks to her supportive family. She expressed her honor of being elected and how much she looks forward to serving the City for the next four years.

ROLL CALL

The following members were present: Mayor Martin; Councilmembers Johnson, Quigley, Wickstrom and Withhart.

STATE OF THE CITY ADDRESS

Mayor Martin delivered her annual State of the City Address, which can also be found on the City's website:

As we begin 2013, I am looking at the future of our great City with a renewed sense of hope and excitement. For the past five years, the nation and our State have been slowly recovering from a sluggish economy that was characterized by slow economic growth, unemployment, declining home values, increasing health care costs, and an aging and more diverse population. However, during the past several months, we have started to see evidence of a more sustained recovery, at least at the City level. In Shoreview, home values are increasing again, and we have seen a significant amount of economic development that has started in the past year. These are all positive indications that our economy is slowly improving.

Before I review some of the highlights of the past year and talk about some of the exciting projects that are planned for 2013, I would like to congratulate and welcome our newest Councilmember Emy Johnson. Emy has officially taken office tonight and brings with her enthusiasm and a love of Shoreview. She has excellent credentials that include corporate

experience with her work at Target, government experience with her service on the City's Economic Development Authority, and non-profit foundation experience with her volunteer work with the Shoreview Community Foundation. She is joining Councilmembers Ady Wickstrom who was re-elected to a 5th four-year term and continuing Councilmembers Terry Quigley and Ben Withhart. These Councilmembers all give a tremendous amount of time, energy and talent to make Shoreview one of the premier suburban communities in the Twin Cities metro area.

Economic Development

During 2012, there was a significant amount of economic development activity in Shoreview. In September, a new retail center on Red Fox Road opened. This new retail center includes Chipotle, Leeann Chin and Five Guys restaurants, greatly expanding the number of dining choices in the City. I am also very excited to announce that a Trader Joe's market will be constructed as part of this new retail development located near the Super Target on Lexington Avenue. The City Council and staff have worked diligently for the past several months in an effort to attract Trader Joe's to this site.

In early December, the new Shoreview Senior Living apartment complex located along Hodgson Road just two blocks north of Highway 96 opened. This new 105-unit complex includes independent living, assisted living, and memory care apartments, expanding the types of senior housing available in the City.

The City also continues to work with Tycon Companies on the redevelopment of the Midland Plaza retail center located at the intersection of Victoria Street and Owasso Street. The new development is expected to provide more than 104 upscale market rate apartments, further expanding the housing options. As part of this redevelopment, Owasso Street will be realigned to create an improved, pedestrian friendly County Road E/Victoria Street intersection.

During 2012, the City welcomed Cummins Power Generation who opened their headquarters building in the former Medtronic building located at the northeast corner of Victoria Street and I-694. Two other major Shoreview employers are currently expanding their presence in the City. TSI, Inc., a company specializing in the manufacture of precision air quality measurement instruments, is adding a 58,000 square foot addition to their building and is planning to add up to 180 new employees in the next several years. Similarly, PaR Systems, a high tech robotics company, is currently constructing a 43,000 square foot building which will allow them to accommodate production of large specialty equipment for assisting with nuclear clean up projects such as Fukushima.

The City Council and its Economic Development Authority have worked closely with these companies to help insure that they could accomplish their expansion goals while maintaining and expanding job opportunities in our City.

Community Center, Parks and Trails

The Shoreview Community Center continues to be as exciting and vibrant gathering place for our community now as it was when it opened in 1990. During the past few years, we have continued to add new features such as the Tropical Adventure Indoor Playground and a new light and sound system for our Shark Attack waterslide to attract new families to the Center. We have also continued to update our fitness center equipment and expand our fitness offerings to better serve all residents of the City. The Community Center has a number of different membership options and is very affordable. The Twin Cities Consumer Checkbook recently named the Community Center as a best value in ratings submitted by members of the facility. If your New Year's resolution includes improving health and wellness, I encourage you to take a look at our Community Center and all it has to offer. During 2013, we intend to begin looking at another potential expansion to the Center to further expand our fitness space and explore other improvements to the facility.

The Community Center also is the location of many special events and activities including the weekly Farmers' Market that typically runs Tuesdays from mid-June to mid-October; and our Concert in the Commons Summer Music Series held on Wednesday evenings.

The City is also planning a major park renovation at Bucher Park located in northeast Shoreview in 2013. During the past year, our Parks and Recreation Commission worked closely with a park planning firm and residents of the Bucher Park area to develop an updated Master Plan for the park. The project will be bid this winter and we anticipate an early spring construction start. Major improvements will include a new entry plaza and new playground area, new picnic shelter, as well as an expansion of the trail system in the park.

Our 50 miles of trails and sidewalks continue to be the most used recreation resource in the City. Almost 50% of Shoreview residents indicate that they use the trails on a weekly basis. Within the next five years, one of my goals is to further expand the trail system along some street corridors in central and southern Shoreview.

Environmental Initiatives

The City is continuing its strong focus on environmental issues. While the City has historically had an emphasis on water quality due to our eleven lakes and numerous wetland areas in the community, in 2013 the City will be actively involved in the Minnesota Green Step Cities Program and the Urban Land Institute's Regional Indicators Program. These programs will review numerous environmental factors in the City including energy and water use. Ultimately, participation in these programs will lead to the City exploring methods to lessen our environmental impact and become more sustainable.

We are also continuing our efforts to combat the emerald ash borer and protect our urban forest. Working with the State Department of Agriculture staff, our staff has identified several more infested ash trees in the Shamrock Park neighborhood in northwest Shoreview. In 2013, the City again plans to offer affordable preventative trunk injections that help protect ash trees. We are

also encouraging residents to consider investing in a diversity of trees for their yard. Our 2013 tree sale that is currently underway is an excellent way to obtain trees at wholesale prices.

The Environmental Quality Committee is again offering its Environmental Speaker Series beginning on Wednesday, January 16. Each month from January-April, the EQC will have a different guest speaker talking about a variety of environmental topics.

Financial Condition

The City continues to be in excellent financial condition as evidenced by our AAA bond rating from Standards & Poors. This is the highest rating available and was achieved as a result of our long-term financial planning efforts, sound financial policies and practices, low debt levels, strong income levels of Shoreview residents, and continued expansion of our commercial/industrial tax base.

The City Council is also very proud that we have maintained our rating as one of the most cost effective cities in the metropolitan area. During our biennial budget, the City's tax levy went up a total of about 2.9% or less than 1.5% per year. Among similar sized cities, the City's share of property taxes on a median home value of about \$236,000 during 2012 was \$731, which is 24% below the average of \$966. This is in the bottom 20th of 29 cities that are similar to Shoreview. Our per capital spending, based on data from the State Auditor, also ranks in the bottom 20% of comparable cities, nearly 34% below the average.

Conclusion

During my nearly 40 years of involvement with the City, I am more convinced than I ever have been that government, at the local level, has the most significant impact on the quality of life in the City. I take great pride in the fact that 84% of our residents believe the City is headed in the right direction according to our most recently community survey. The City Council and I remain committed to insuring that our government process is open and accessible, and that our residents are well informed. We accomplish this by televising all of the regular meetings of the City Council and Planning Commission, and through other communication vehicles like our improved and expanded ShoreViews newsletter, and our online Access Shoreview that is available on our website after each City Council meeting. During 2013, we anticipate launching an updated website that should not only improve the overall appearance of the site, but also make site navigation much easier.

On behalf of the Council, I would like to thank our many committee and commission volunteers who provide sound recommendations and advice to the City Council, our community organizations such as the Shoreview Community Foundation, Historical Society, Gallery 96 and Northern Lights Variety Band who help build civic pride, and our City staff who are committed to providing high quality public services to our residents.

It is an honor and privilege to serve as Mayor of our great City and I look forward to working with you during 2013. Thanks for listening and Happy New Year.

APPROVAL OF AGENDA

MOTION: by Councilmember Wickstrom, seconded by Councilmember Wickstrom to approve the January 7, 2013 agenda as submitted.

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

Welcome to members of Boy Scout Troop 626 who are attending this meeting.

CITIZEN COMMENTS

Mr. David Beahrs, owner of J R Fielding Cigar Shop, 3600 Lexington, stated that there continues to be complaints of cigar smoke coming from his shop, although he has enforced no smoking in the shop since the Council's directive of May 7, 2012. He requested that the ordinance be expanded to include immediate call of a law enforcement officer at the time of complaint so that an inspection is made. There are cigarette smokers outside his shop, but he does not sell cigarettes.

Mayor Martin stated that no complaint has been registered at the City. This matter will be taken under deliberation.

Mr. Peter Breyfogle, Brigadoon and Snail Lake Boulevard, stated that he is an active cyclist and certified instructor. The maintenance road work that was done on Victoria and Snail Lake Boulevard has severely reduced safety for bikers. The shoulder is rutted. To ride to the left of the shoulder puts bikers in danger with cars. He has ridden over 5000 miles in the last year, and this situation is unique to Shoreview, a situation of gross negligence. He requested that the project be revisited.

Mayor Martin stated that there has been some discussion of the problem at Council workshops. The matter will be further considered.

COUNCIL COMMENTS**Mayor Martin:**

TCF will be holding an Open House the first week in February.

Noted vacancies on the following: Bike and Trailways, Lake Regulations and Public Safety. Applications are also being taken for the Planning Commission, although there is no vacancy at this time. All applications are due Friday, January 11, 2013.

Councilmember Wickstrom:

On January 16, the Environmental Quality Committee will have a presentation on “Where Does Your Recycling Go?” It will be at 7:00 p.m. in the Council Chambers.

Beyond the Yellow Ribbon will host a party for recently returned soldiers from Middle East on February 12, 2013, from 4:00 to 6:00 p.m. Volunteers are needed to help with serving and providing desserts. Please contact Ady Wickstrom at ady@adywickstrom.com or call her at 651-780-5245. Her contact information is also posted on the City website.

The Build A Burger will be at the VFW in White Bear Lake on the second Monday of the month, January 14, 2013. This has been a successful fundraiser for Beyond the Yellow Ribbon.

The next Steering Committee meeting for Beyond the Yellow Ribbon will be January 17, 2013, at Roseville City Hall at 7:00 p.m.

Councilmember Withhart:

On February 21, 2013, the *Taste of the Slice of Shoreview* fundraiser for the *Slice of Shoreview* summer event will be at the Community Center. Many restaurants in the area will be participating. It includes a silent auction.

Councilmember Johnson:

Thanked City Manager Schwerm and City staff who have worked very hard to orient her for this first meeting, and she expressed her appreciation to Mayor Martin for her support.

Councilmember Quigley:

The Economic Development Association of Minnesota awarded Shoreview for the successful expansion of TSI and PaR Systems.

CONSENT AGENDA

Councilmember Wickstrom noted that the minutes of the Economic Development Commission stated the need for more publicity on the City’s Home Energy Loan Program and asked for an explanation of the program. Community Development Director Tom Simonson stated that the City contracts with a non-profit agency, Housing Resource Center (HRC), where residents can get information on home improvements, contractors and review of work contracts. These services are free of charge. HRC also advises on grants and loans available to homeowners. There is a Shoreview Home Energy Improvement Program. Qualifying residents can borrow up to \$20,000 for energy improvements. Income and property value eligibility requirements are very liberal so as to be available to as many as possible. There is more information on the City website.

Councilmember Withhart noted the tobacco license renewals under No. 6 of the Consent Agenda and asked if merchants are aware of inservice training available for their staff. With the turnover and number of part-time staff, he would like to be sure all staff are trained. City Manager Schwerm stated that the City belongs to the North Suburban Tobacco Compliance Project. Seminars are offered by this group during the year, and vendors are notified of each of these training opportunities.

Item Nos. 1 and 2 were pulled for separate approval.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to approve the Consent Agenda, for January 7, 2013, and all relevant resolutions for item Nos. 3 through 10:

3. Receipt of Committee/Commission Minutes:
 - Economic Development Authority, December 10, 2012
 - Planning Commission, December 13, 2012
4. Verified Claims in the Amount of \$1,687,486.56
5. Purchases
6. License Applications
7. Variance Appeal - Extension of Review Period to 120 Days, 1648 Lois Drive
8. Conditional Use Permit (Detached Accessory Structures) - Extension of Review Period to 120 Days, 1000 Oakridge
9. Amend Public Hearing Dates for CP13-01A, CP13-01B and 12-04
10. Authorize the Replacement Purchase of Units 106, 403 and 580D Mower Tractor and Paver

VOTE: Ayes - 5 Nays - 0

MOTION: by Councilmember Quigley, seconded by Councilmember Withhart to approve item Nos. 1 and 2: December 10, 2012 City Council Workshop Meeting Minutes and the December 17, 2012 City Council Meeting Minutes as submitted.

VOTE: Ayes - 4 Nays - 0 Abstain - 1 (Johnson)

Councilmember Johnson abstained as she had not been sworn into office in December.

PUBLIC HEARING

PROPOSED MODIFICATION OF MUNICIPAL DEVELOPMENT DISTRICT NO. 2, ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 8 (A REDEVELOPMENT DISTRICT) AND RELATED ADOPTION OF A TAX INCREMENT FINANCING PLAN, AND APPROVAL OF A TAX INCREMENT DEVELOPMENT AGREEMENT - LAKEVIEW TERRACE PROJECT (MIDLAND PLAZA REDEVELOPMENT)

Presentation by Asst. City Manager/Community Development Director Tom Simonson

This public hearing was continued to this meeting from the December 17th Council meeting. The project is to tear down and redevelop the vacant Midland Plaza strip center and build a new upscale market rate, 104-unit apartment complex. Included is the relocation of Owasso Street to realign with County Road E at the intersection with Victoria.

Financial assistance is required for the road improvements and redevelopment of the site. The City has received a grant through the Metropolitan Council in the amount of \$655,000. The City is further recommending tax increment financing (TIF). The developer is investing approximately \$24 million. In order to implement a TIF plan, a new TIF District No. 8 is to be created. TIF District No. 8 will be a 25-year Redevelopment District.

The TIF Agreement outlines the terms and conditions for the City and developer for financing. Financing consists of the \$655,000 grant for site preparation and road improvements; \$360,000 from Ramsey County toward road improvements; an improvement bond of \$1 million to be assessed to the property owner and paid back to the City; and \$2 million in TIF pay-as-you-go note over the life of the District at 5.5% interest. Pay-as-you-go means that the increment must be generated in order to pay it back to the developer--67% to the developer and 33% to the City. The City proposes an inter-fund loan in the amount of \$1,087,450 from TIF District No. 1 to be paid back over the life of the new District at 2.75% interest. Once the inter-fund loan is repaid in principal and interest, any additional increment will be used for the pay-as-you-go note. The developer has agreed to a minimum assessment of the property of \$11,960,000 to guarantee a revenue stream over the life of the District regardless of valuations by the County. An administration fee of 10% will be charged the developer for creation of the new TIF District No. 8, but the developer may recoup up to 5% of that fee.

The developer has agreed to a \$1 million assessment for a portion of the public road improvements associated with the redevelopment. The developer has waived any appeal rights in the future. The developer has the right to terminate the project if public improvement costs, based upon receipt of bids, exceed 10% of estimates. Cost overruns will be shared by the City and developer. The developer can prepay the loan in full with interest and subject to any penalty fees. The developer will post a letter of credit in the amount of \$1,627,000, which covers the City loan and grant money. The developer can assign the project to another party subject to fulfilling all obligations in the agreement.

The City has agreed to some deviations from normal City Policy: 1) provide upfront assistance from TIF District No. 1 to help pay for the public improvements; 2) an understanding that with the split of tax increment revenue, it is possible that the City loan may not be repaid in full; 3) a longer assessment period with a lower interest rate than is typical for public improvement projects; and 4) a reimbursement of 5% of the 10% administrative fee at the end of the TIF District.

In July 2012, the Planning Commission found that the proposed TIF Plan is in compliance with the City's Comprehensive Plan. The Economic Development Authority unanimously recommended approval by the City Council in November 2012. In December 2012, the City Council did approve the demolition agreement to tear down the Midland Plaza strip mall. Staff is recommending the public hearing and approval of the modification to Municipal Development

District No. 2 and the TIF Plan for creation of a new TIF District No. 8. Staff also recommends approval and authorization to execute the TIF Development Agreement.

City Attorney Filla stated that the notices for the December 17th public hearing were in order and continuance is in order for this meeting.

Mayor Martin opened the public hearing. There were no questions or comments.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to close the public hearing.

VOTE: Ayes - 5 Nays - 0

Mayor Martin expressed her appreciation of the Letter of Credit and other protections for the City. Her only concern is the option to terminate the project if bid amounts come in at over 10% of cost estimates.

Councilmember Quigley responded that issues of risk were thoroughly discussed by the EDA with bond counsel and City consultants.

Councilmember Withhart added that the agreements have been massaged many times to cover City risks. This project will redevelop an intersection and business that is now a blighted area. The intersection is difficult. The road realignment will be a great improvement and is where much of the public funding will be spent. Finally, this project will offer a new housing opportunity in Shoreview with upscale apartments that are not now available.

Mr. Simonson stated that all parties are in agreement with the numbers presented, but the developer did want the opportunity to revisit proceeding forward if costs come in at over 10% of estimates. The City and developer would then have to revisit financing to see how the project could work.

Councilmember Wickstrom stated that she is pleased to see a minimum taxable value for the property, which will insure the needed revenue.

MOTION: by Councilmember Withhart, seconded by Councilmember Quigley to adopt Resolution No. 13-05, approving the modification to Municipal Development Tax Increment Financing Plan for the creation of a new Tax Increment District No. 8 (a Redevelopment District) and;

Adopt Resolution No. 13-06, approving and authorizing the execution of a Tax Increment Financing Development Agreement for the Lakeview Terrace Project (Midland Plaza Redevelopment), subject to minor changes as approved by the City Manager and City's legal counsel.

ROLL CALL: Ayes: Johnson, Quigley, Wickstrom, Withhart, Martin
Nays: None

GENERAL BUSINESS**ISSUANCE OF BONDS****A. AUTHORIZE ISSUANCE AND SALE OF 4,150,000 GENERAL OBLIGATION BONDS, SERIES 2013A****B. AUTHORIZE ISSUANCE AND SALE OF \$3,555,000 GENERAL OBLIGATION BONDS, SERIES 2013B****Presentation by Finance Director Jeanne Haapala**

The first bond series is for \$4,150,000 split into three segments: 1) \$2.5 million for street improvements; 2) water bonds in the amount of \$810,000; and 3) surface water bonds in the amount of \$840,000. The water bonds will cover three projects: 1) County Road F/Demar/Floral; 2) Red Fox Road reconstruction; and 3) water booster station in the Weston Woods area.

The surface water portion will cover County Road F/Demar/Floral; Lake Wabasso pretreatment structure; Red Fox Road reconstruction and 2013 street rehabilitation for storm sewer work. The street bonds of \$2.5 million will be repaid over 15 years through property taxes and Closed Bond Fund. Utility bonds in the amount of \$1.65 million are to be repaid over 10 years from water and surface water revenue. Springsted has estimated an interest rate of 1.537%.

The second bond issue in the amount of \$3,555,000 is to refinance four current bonds that will net a savings to the City of approximately \$242,047. The annual savings is estimated at \$23,000 to \$40,000 from tax and utility fund sources. There is no impact to the 2013 tax levy. Bids will be received and opened at Springsted on February 4, 2013. They will be presented to the Council at the Council meeting that evening.

Councilmember Wickstrom thanked staff for this excellent work for the City's bond debt to realize these savings.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Withhart to adopt proposed resolution number 13-03 authorizing the issuance and sale of \$4,150,000 General Obligation Bonds, series 2013A.

ROLL CALL: Ayes: Quigley, Wickstrom, Withhart, Johnson, Martin
Nays: None

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt proposed resolution number 13-04 authorizing the issuance and sale of \$3,555,000 General Obligation Refunding Bonds, series 2013B.

ROLL CALL: Ayes: Wickstrom, Withhart, Johnson, Quigley, Martin
Nays: None

**RECEIVE FEASIBILITY REPORT FOR GROVE, GASTON, ST. ALBANS
NEIGHBORHOOD WATERMAIN EXTENSION, CP13-03 AND CALL FOR PUBLIC
HEARING**

Presentation by Public Works Director Mark Maloney

The streets in this project are part of the 2013 street rehabilitation plan, and it was found that these streets are some of the last in the City that do not have City water. The project is to install a water main with the rehabilitation of the street. The feasibility study analyzes existing conditions for proposed improvements. Cost estimates and funding sources are included. This project was not in the CIP for this year. A neighborhood meeting was held that was very well attended.

Currently, there is a 6-inch water main stubbed onto Gaston and Grove Avenues. There are 14 lots not served by City water. The roads are 32 feet wide covered with bituminous with surmountable concrete curbs and gutters. These are in poor condition with cracking. Surface water and sanitary sewer systems are in the neighborhood. The water main would be drilled in, which would allow a full depth reclamation of the roads. No proposed work is planned for the sanitary or surface water systems.

The total project cost for the water main portion only is estimated at \$98,000. The proposed assessment is \$7,000 per lot with a source and supply fee of \$829 per lot. The total assessment of \$7,829 per lot would be paid back over a 15-year period on property taxes. Staff is recommending acceptance of the feasibility report and call for a public hearing.

Councilmember Withhart noted that the assessment would be much higher, except for City policy that residents are not assessed more than once for road improvements.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to approve Resolution No. 13-01, receiving the Feasibility Report for the Gaston, Grove St., Albans Neighborhood Water Main Extension, City Projects 13-03 and calling for a Public Hearing to be held on February 4, 2013, at 7:00 p.m. on the proposed improvements.

Discussion:

Councilmember Wickstrom stated that it makes a lot of sense to do the water main with this road project. Given the age of the wells on these properties, the expense of a new well would be very costly.

ROLL CALL: Ayes: Withhart, Johnson, Quigley, Wickstrom, Martin
Nays: None

DESIGNATION OR LEGAL NEWSPAPER FOR 2013**Presentation by City Manager Terry Schwerm**

State statute requires the Council to designate a legal newspaper for the coming year at its first meeting of the year.

Two quotes were received. The first is from the *Shoreview/Arden Hills Bulletin* at \$3.25 per column inch, which is the same rate as last year. The *Shoreview Press* has proposed \$4.60 per column inch. In the past, the City has tried to alternate the legal designation. However, the *Shoreview Press* has changed to a bi-weekly publication. This can be a problem for publications of legal notices in a timely manner. Staff is recommending continuance with the *Shoreview/Arden Hills Bulletin*. The City spends approximately \$1,500 to \$2,000 on legal notices, and the *Bulletin* rate is less. Mr. Schwerm noted that once a month the City does publish the *Access Shoreview* article in the *Shoreview Press* and so does support both papers.

Mayor Martin stated that the City is fortunate to have two good newspapers that cover the City well. The *Shoreview Press* understands it is difficult for the City to designate it as the legal newspaper with a bi-weekly schedule and the need for public notices to be published on time.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to designate the *Shoreview-Arden Hills Bulletin* as the legal newspaper for the City of Shoreview for the 2013 calendar year.

ROLL CALL: Ayes: Johnson, Quigley, Wickstrom, Withhart, Martin
Nays: None

COMMITTEE/COMMISSION REAPPOINTMENTS

City Manager Schwerm stated that those listed have been contacted to see if they are interested in continuing to serve. The reappointments are recommended.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to reappoint the following individuals to their respective committees/commission terms expiring January 31, 2016:

Bikeways and Trails Committee: William Atkins
Craig Mullenbach
Jay Martin

Economic Development Commission: Joshua Wing
Susan Denkinger
Jeff Washburn

Environmental Quality Committee: Daniel Westerman
Katrina Corum

Northwest Youth and Family Services

Delegate: Councilmember Johnson

Alternate: Mayor Martin

Ramsey County League of Local Governments

Delegate: Councilmember Wickstrom

Alternate: Councilmember Johnson

Suburban Rate Authority

Delegate: Public Works Director Mark Maloney

Alternate: Councilmember Quigley

Metro Cities (Association of Metropolitan Municipalities)

Delegate: Councilmember Wickstrom

Alternate: Councilmember Quigley

Acting Mayor

Delegate: Councilmember Withhart

ROLL CALL: Ayes: Wickstrom, Withhart, Johnson, Quigley, Martin
Nays: None

ADJOURNMENT

MOTION: by Councilmember Quigley, seconded by Councilmember Withhart to adjourn the meeting at 9:06 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE __ DAY OF _____ 2013.

Terry C. Schwerm
City Manager

DRAFT
PARKS & RECREATION COMMISSION
MINUTES
DECEMBER 19, 2012

CALL TO ORDER

Members Present: C. Oltman, P. Sager, L. Larson, M. Frye, D. Crane, K. Peterson, C. Healy,

Members Absent: A. Hedrick, C. Jauch

Others Present: City Manager Terry Schwerm, General Manager Michelle Majkozak, Rental Coordinator Barb Burke, Gary Chapman, Building & Grounds Superintendant

ROLL CALL

The meeting was called to order at 6:36 p.m.

APPROVAL OF OCTOBER 25, 2012 MINUTES

Peterson moved, seconded by Crane, approval of the October 25, 2012 Parks & Recreation Commission minutes. Motion was adopted 7-0

REVIEW OF BUCHER PARK PLAYGROUND PROPOSALS

Schwerm indicated that the City had received a total of 12 playground proposals from six different companies. He noted that a sub-committee consisting of 3 Parks & Recreation Commission members, Candace Amberg from WSB Engineering, and City staff reviewed the proposals and narrowed the choice to five proposals as noted below:

<u>Company</u>	<u>Playground Brand</u>
Weber Recreation (2)	Miracle
Flanagan Sales	Little Tykes
St. Croix Recreation	Burke
Minnesota/Wisconsin Playgrounds	Gametime

Schwerm reviewed the five proposals with the Commission and also presented feedback that had been received from parents in the indoor playground area. He noted that about 20 different people had provided input on the proposed playgrounds.

Schwerm asked the Commission members to take time to look at the larger renderings of the proposals and rank them.

There was discussion about the safety of one element of the St. Croix proposal which was the slide without sides. Schwerm stated that we would likely remove that element and add another.

Healy asked about the statistical differences for vandalism for playgrounds that have the canopy. Schwerm and Chapman stated there has been less vandalism to playgrounds in recent years.

Frye and Peterson talked about the Little Tykes proposal. They agreed that coordinated colors and removal of the treehouse canopy feature would make this proposal more appealing.

Majkozak said the one thing she heard from parents who had reviewed the proposals is that the Minnesota-Wisconsin proposal appealed to them because there was more of an obstacle course area for older kids. This makes this appealing if you have children of different ages and is popular.

Chapman stated that playgrounds have evolved and there has been a need to have a separation between the younger children areas from the older kid areas.

Based on the feedback and input from the Commission, Schwerm stated that he felt that the Commission's top two playground choices were the Little Tykes and St. Croix Recreation proposals. The Commission concurred with this.

After some discussion it was agreed to have the two proposals updated by the companies and then brought back to the Commission in January for a final review and recommendation.

STAFF REPORTS

Schwerm said that a meeting with seniors was held on Dec. 6th regarding the decision to discontinue SilverSneakers. Schwerm said he felt that the meeting went well and it was well received by most of the seniors who attended. He felt most people understood the reason for discontinuing the Community Center's participation in the SilverSneakers program.

Schwerm said that Pickleball has been going well on Wednesday and Friday mornings in the gym. He said it was going so well that we will be adding Monday after the first of the year. Majkozak said that there were five to seven seasonal memberships sold to those who enjoy playing Pickleball.

Oltman asked when the planning would begin for the expansion. Schwerm felt it would be sometime in the second quarter next year. Oltman asked if it would be possible to fund expansion with bonding. Schwerm said there are some possibilities with bonding but also less costly alternatives are being explored to fund the expansion.

COMMISSION REPORTS

The Commission had no reports.

ADJOURNMENT

Healy moved, Sager seconded to adjourn at 7:50 p.m.

Memorandum

To: Mayor and City Council Members
City Manager

From: Tom Simonson
Assistant City Manager and Community Development Director

Date: January 18, 2013

Re: Monthly Report
- Administration Department
- Community Development Department

EDAM Business Retention Award

The City will be presented an award for Business Retention Project of the Year by the Economic Development Association of Minnesota (EDAM) at their annual winter conference at a luncheon ceremony on January 24th. The award is being given to Shoreview in recognition of the City's business retention efforts which led to the expansion projects of PaR Systems and TSI Incorporated. EDAM is preparing a short video summarizing the City's work, which features Mayor Sandy Martin and Mark Wrightsman, CEO of PaR Systems. Several members of the City Council, Economic Development Commission, and Economic Development Authority will be attending the event to accept the award.

Development Project Updates

Red Fox Road Retail. The developer of phase two of the Red Fox Retail Project, Venture Pass Partners, LLC, is getting closer to starting construction for the new Trader Joe's specialty market to anchor the development. The developer would like to begin construction of the anchor store this winter so they can deliver the building by next summer to Trader Joe's for interior finishing.

TCF Bank/Sinclair Station Redevelopment. Construction of the new TCF Bank branch at the former Sinclair gas station site at Lexington Avenue and Red Fox Road is essentially completed. There were some issues with a leaking water line to the building that required fixing, but the City will be issuing the final permit for occupancy this week. TCF will be hosting a ribbon-cutting ceremony on Tuesday, February 5th at 8:00 a.m. to celebrate the opening of the new facility.

PaR Systems. The contractor for PaR Systems, Inc., 655 County Road E, has completed footings and concrete foundation work, and is nearly finished with the structural steel framing for the new 36,000 square foot facility (with expansion to 48,000 square feet) on the vacant land east of their corporate offices on their Shoreview campus. The City provided tax increment financing assistance in support of the expansion necessary to meet their continued growth needs.

PaR Systems is on a very aggressive construction schedule with the goal of moving equipment and employees into the new building by March, 2013. PaR Systems is in need of additional manufacturing space to meet continued growth projections, including a recent contract for providing robotic cranes to assist with clean-up of the Fukushima nuclear power plant in Japan.

TSI Incorporated. TSI, Incorporated, located at 500 Cardigan Road, is also moving rapidly on their building expansion to their corporate headquarters and manufacturing facility in Shoreview. The City provided tax increment financing to assist with this expansion project, which will ultimately add up to 180 new jobs in the community.

The tilt up concrete panels for the building shell have been completed on the 58,000 square feet addition to their existing facility. TSI has set a target date of completion by June, 2013.

Midland Plaza Redevelopment/Lakeview Terrace Apartments. The City Council approved the tax increment financing (TIF) plan for the creation of a new TIF district and TIF development agreement in support of the redevelopment of the vacant Midland Plaza retail center for the Lakeview Terrace Apartments project at the first meeting in January. City staff and the developer are now focusing on executing all of the agreements and contracts in order for the City to moving forward with the approvals for the public improvements associated with the project.

The Midland Plaza retail center is now completely torn down and the developer's contractor is finishing up the demolition clean-up work. Once all financing and development agreements have been executed, the City engineering staff will proceed with executing a cooperative agreement with CP Rail/Soo Line, approval of final plans and specifications by the City Council, and public bidding of the complicated road realignment project with the goal of beginning the construction this year. The apartment construction would follow the road project once a building site is established with the realignment of Owasso Street.

EDA Updates

The City is currently seeking applications for selection of a qualified candidate to fill the at-large position on the Board created by the departure of Councilmember Blake Huffman. A press release has been distributed to the local newspapers, and the public notice is also highlighted on the City's website and cable access channel.

At their first meeting of the new year, the EDA named Ben Withhart as the new President of the board, Emy Johnson as Vice President, and Gene Marsh is again serving as Treasurer.

The EDA also reviewed their work plan and developed a list of high priority goals and projects for the coming year. A number of the EDA's top priorities were accomplished or significant progress made on commercial and housing projects this past year. Once the EDA has refined their proposed work plan, it will be presented to the full City Council for review, with input from the Economic Development Commission on the business related priorities.

Housing and Code Enforcement Activity

Rental Licensing. To date, 500 rental license applications for General Dwelling Units (GDUs) have been received for this year. These are mostly renewals and staff is following up on about a dozen license holders from last year that did not submit renewal applications. Six of the eight Multi-Family Dwelling Units (MFUs) have submitted renewal applications and staff is contacting the two other management companies to remind them of need to submit their renewal documents. About one-third of the applications are still in the review process.

Last year, the City set a new record with 512 General Dwelling Unit (GDU) licenses and seven Multi-Family Dwelling Unit (MFU) licenses have been issued. Approximately 115 of those licenses were new rental properties. All of the 2012 inspections were completed with a total of about 250

GDUs and 420 MFUs being inspected last year by our Housing and Code Enforcement Officer. The 2013 GDU inspections will be geographically scheduled by neighborhood, conducted every other week and will begin in March.

The I.T. staff developed a new in-house rental licensing software program that is now helping to streamline the licensing process and record keeping. Property owners are now able to apply for rental licenses online.

Code Enforcement. With the colder weather, there has been only 5 new code enforcement cases opened so far this month. The table below summarizes the status of code enforcement activity:

Year	Total Cases	Cases Open	Cases Closed
2012	162	36	126
2012	5	5	0

Miscellaneous

- City staff continues to work with vendor Vision Internet on the comprehensive upgrades to the City and Community Center websites. The project is being coordinated by Assistant to the City Manager Tessia Melvin, with assistance from Communications Coordinator Cheryl Anderson, and involves all departments. The new design has been established and now the project moves towards transferring current information to the new website and adding and/or enhancing other content utilizing the new design format and tools available for easier navigation. The goal is to launch the new websites to the public by May 1st.
- The next Planning Commission meeting is scheduled for January 29th. Items on the agenda include a Site and Building Plan Review application by Ramsey County Parks and Recreation for improvements at the Rice Creek North Trail, Lexington Avenue Trailhead (5959 Lexington Avenue) and applications submitted by PaR Systems for the zoning approvals for their campus on County Road E, including rezoning, Planned Unit Development, and Preliminary Plat. The PaR Systems related applications were part of the agreement to approve their expansion project currently underway, but requiring them to return for creating a PUD for their campus. The Commission will also continue to work on text amendments including temporary and message center signs and the prohibition of vehicle and equipment sales in commercial districts.
- Attached is the monthly report on building permit activity from the Building Official through December, 2012. The City has seen a significant increase in building activity as compared to a year ago, approaching \$30 million in construction valuation. This increase in investment is primarily driven by the commercial developments including the expansions at PaR Systems and TSI, Incorporated, the TCF Bank facility, and the retail center on Red Fox Road.
- Also attached is the monthly report from the Housing Resource Center (HRC) on the housing services provided to Shoreview residents through December, 2012.

CITY OF SHOREVIEW

BUILDING INSPECTOR MONTHLY REPORT

COMPARISON OF YEAR 2012 WITH 2011

	DECEMBER 2012		TO DATE		2012		DECEMBER		2011		TO DATE		2011	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS			13	\$3,700,000					11	\$3,889,000				
TOWNHOMES			0	\$0					0	\$0				
ADDITIONS	1	\$30,000	44	\$1,544,925			1	\$42,000	26	\$1,574,500				
GARAGES			1	\$19,000					6	\$77,500				
MISCELLANEOUS	22	\$151,758	741	\$4,418,137			26	\$206,561	827	\$5,159,531				
APARTMENTS			1	\$7,482,000			1	\$837,000	1	\$837,000				
OFFICES			0	\$0					0	\$0				
RETAIL			1	\$1,310,000					0	\$0				
INDUSTRIAL/WAREHOUSE			1	\$2,400,000					0	\$0				
PUBLIC BUILDINGS			0	\$0			1	\$405,879	1	\$405,879				
COMMERCIAL ADDITIONS			1	\$2,438,000					0	\$0				
COMMERCIAL ALTER	6	\$121,000	64	\$6,623,196			2	\$7,300	50	\$9,947,548				
TOTAL	29	\$302,758	867	\$29,935,258			31	\$1,498,740	922	\$21,890,958				

CC: CITY MANAGER
 DIR. COMMUNITY DEV
 MAYOR

Housing Resource Center - NorthMetro

City of Shoreview Monthly Status Report

July 1, 2001 - December 31, 2012

	July- Dec '01	Jan- Dec '02	Jan- Dec '03	Jan- Dec '04	Jan- Dec '05	Jan- Dec '06	Jan- Dec '07	Jan- Dec '08	Jan- Dec '09	Jan- Dec '10	Jan- Dec '11	Jan- Dec '12	Jan- Dec '12	Feb '12	Mar '12	Apr '12	May '12	Jun '12	Jul '12	Aug '12	Sep '12	Oct '12	Nov '12	Dec '12	Yr-to- Date	TOTAL	
Number of Calls	43	208	589	168	170	240	275	171	130	271	141	2	5	10	8	19	11	10	10	11	8	4	3	101	2,507		
MHFA Fix Up Fund/Rehab/Rental																											
Loan Applications Rec'd	0	6	1	8	6	6	5	3	3	5	0	0	0	0	0	0	0	0	1	1	0	0	0	2	45		
Loans Closed	0	5	1	5	3	0	3	2	1	5	0	0	0	0	0	0	0	0	0	0	0	1	0	1	26		
Shoreview Home Energy Loan																											
Loan Applications Rec'd								Loan not available		6	5	0	0	1	0	0	0	0	0	0	0	0	1	2	13		
Loans Closed								Loan not available		5	5	0	0	0	1	0	0	0	0	0	0	0	0	1	11		
Ramsey County Deferred Loan																											
Loan Applications Rec'd	0	0	3	3	2	0	2	3	1	5	1	0	0	0	0	0	1	0	0	0	0	0	0	1	21		
Loans Closed	0	0	2	0	0	1	1	1	1	2	4	0	0	1	0	0	0	0	0	0	1	0	0	2	14		
Construction Consultation Report																											
Consultation Phone or Walk-in	5	37	14	57	69	72	123	108	71	108	65	2	5	2	3	4	3	5	4	6	4	2	1	41	770		
Site Visits	0	25	31	51	31	58	88	67	43	78	47	2	3	3	2	3	1	4	3	3	2	1	1	28	547		
Scopes & Inspections	5	31	57	8	0	2	2	2	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	113		
TOTAL SERVICES PROVIDED	53	312	698	300	281	379	499	357	253	488	267	6	14	16	14	27	15	19	18	22	14	8	6	179	4,066		

NOTE: These numbers reflect the number of CLIENTS serviced. In many instances a client will receive more than one service.

TO: Terry Schwerm, City Manager

FROM: Jeanne A. Haapala, Finance Director

DATE: January 8, 2013

RE: Monthly Finance Report

Utility Revenue

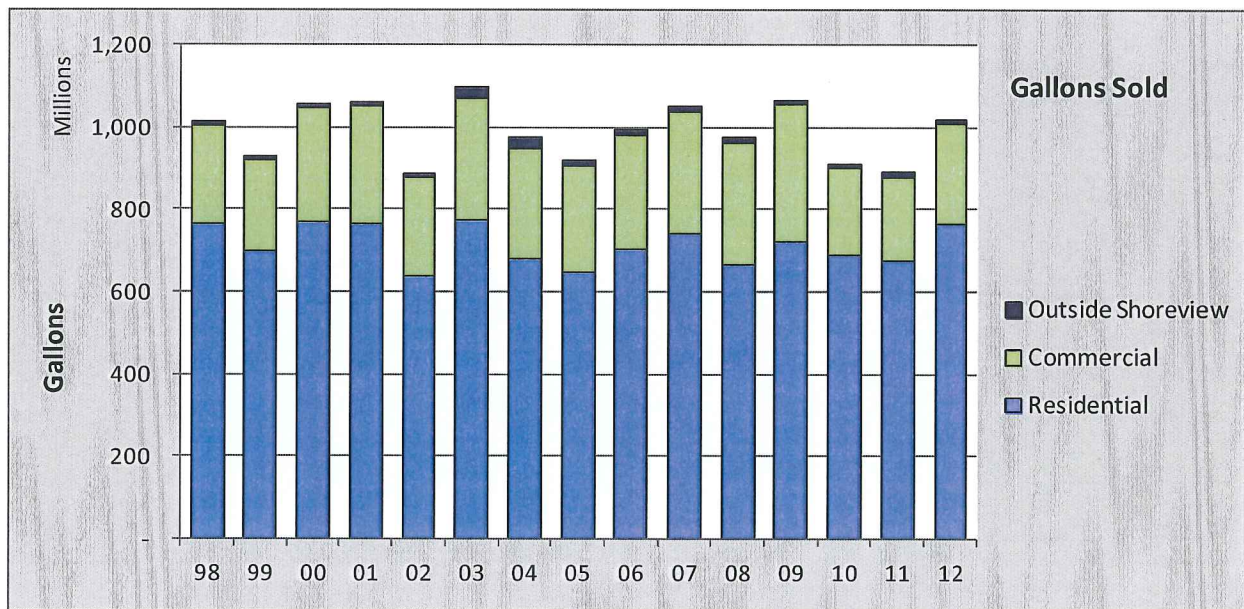
The table below provides a two-year comparison of utility revenue and gallons of water sold, and shows the variance to the adopted budget (the last two lines of the table). Water revenue for the year is 16.7% above budget (\$411,066 above), and sewer revenue is 1.1% above budget (\$37,562 above). The variances are due to gallons sold being above projected levels.

Month	Gallons	Utility Revenues				
		Water	Sewer	Surf Wtr	St Light	Total
Jan-11	58,727,245	\$ 135,420	\$ 289,327	\$ 77,047	\$ 29,580	\$ 531,374
Feb-11	44,579,440	\$ 100,053	\$ 248,058	\$ 63,258	\$ 25,154	\$ 436,523
Mar-11	54,521,046	\$ 127,958	\$ 324,222	\$ 99,168	\$ 36,507	\$ 587,855
Apr-11	51,065,204	\$ 124,111	\$ 283,745	\$ 76,792	\$ 29,234	\$ 513,882
May-11	43,267,027	\$ 96,720	\$ 247,338	\$ 63,734	\$ 25,072	\$ 432,864
Jun-11	62,913,702	\$ 144,504	\$ 329,974	\$ 99,121	\$ 36,621	\$ 610,220
Jul-11	84,048,038	\$ 195,074	\$ 289,448	\$ 77,543	\$ 29,767	\$ 591,832
Aug-11	77,835,371	\$ 185,430	\$ 254,345	\$ 63,397	\$ 25,008	\$ 528,180
Sep-11	104,315,070	\$ 247,851	\$ 343,718	\$ 99,716	\$ 36,755	\$ 728,040
Oct-11	137,602,433	\$ 335,130	\$ 294,084	\$ 77,893	\$ 29,891	\$ 736,998
Nov-11	83,746,155	\$ 201,552	\$ 254,237	\$ 63,847	\$ 25,095	\$ 544,731
Dec-11	87,759,717	\$ 232,640	\$ 331,495	\$ 106,605	\$ 36,648	\$ 707,388
Total 2011	890,380,448	\$ 2,126,443	\$ 3,489,991	\$ 968,121	\$ 365,332	\$ 6,949,887
Jan-12	60,552,741	\$ 166,464	\$ 287,587	\$ 84,752	\$ 36,862	\$ 575,665
Feb-12	46,463,785	\$ 126,592	\$ 247,380	\$ 69,796	\$ 31,031	\$ 474,799
Mar-12	56,591,428	\$ 156,656	\$ 332,097	\$ 108,855	\$ 45,608	\$ 643,216
Apr-12	47,828,859	\$ 136,798	\$ 282,973	\$ 85,065	\$ 37,086	\$ 541,922
May-12	46,713,070	\$ 126,885	\$ 250,070	\$ 69,446	\$ 31,056	\$ 477,457
Jun-12	75,768,653	\$ 205,761	\$ 340,983	\$ 109,329	\$ 45,762	\$ 701,835
Jul-12	112,948,653	\$ 315,081	\$ 287,597	\$ 85,206	\$ 37,153	\$ 725,037
Aug-12	88,643,770	\$ 253,486	\$ 257,554	\$ 70,532	\$ 31,353	\$ 612,925
Sep-12	130,647,075	\$ 372,176	\$ 355,461	\$ 109,374	\$ 45,793	\$ 882,804
Oct-12	157,134,212	\$ 456,333	\$ 289,991	\$ 85,915	\$ 37,461	\$ 869,700
Nov-12	103,406,830	\$ 301,115	\$ 260,745	\$ 70,605	\$ 31,284	\$ 663,749
Dec-12	92,694,401	\$ 253,719	\$ 345,124	\$ 109,237	\$ 45,696	\$ 753,776
Total 2012	1,019,393,477	\$ 2,871,066	\$ 3,537,562	\$ 1,058,112	\$ 456,145	\$ 7,922,885
Change	14.5%	35.0%	1.4%	9.3%	24.9%	14.0%
2012 rate increase		Weighted / Split 1st tier	0.0%	10.0%	25.0%	
Budget		\$ 2,460,000	\$ 3,500,000	\$ 1,056,000	\$ 456,000	\$ 7,472,000
Variance to budget in \$		\$ 411,066	\$ 37,562	\$ 2,112	\$ 145	\$ 450,885
Variance to budget in %		16.7%	1.1%	0.2%	0.0%	6.0%

The utility revenue shown on the previous page includes revenue from late fees. To illustrate the impact of late fees on total revenue, the table at right provides a 5-year history of these fees, as well as the percent of total utility revenue. For 2012, late fees account for 1.8% of utility revenue

Year	Water	Sewer	Surface Water	Street Lighting	Total	Percent of Revenue
2008	\$ 36,808	\$ 49,240	\$ 11,011	\$ 4,841	\$ 101,900	1.8%
2009	\$ 41,370	\$ 62,070	\$ 13,379	\$ 5,925	\$ 122,744	1.9%
2010	\$ 42,255	\$ 69,985	\$ 14,913	\$ 6,955	\$ 134,108	2.1%
2011	\$ 37,892	\$ 72,050	\$ 16,285	\$ 6,861	\$ 133,088	1.9%
2012	\$ 44,367	\$ 72,948	\$ 17,422	\$ 7,879	\$ 142,616	1.8%

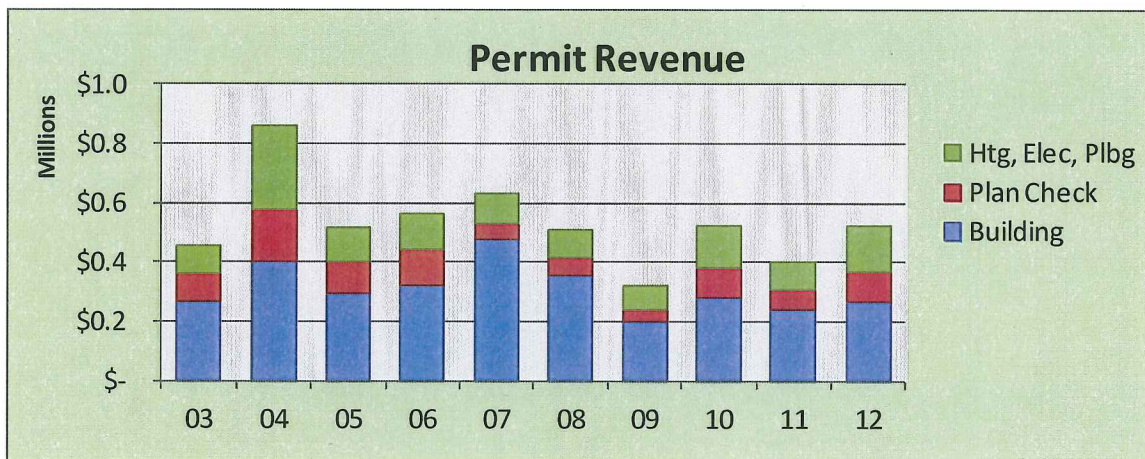
The graph that follows shows the gallons billed over a 15-year period. The year 2002 is lowest, followed by 2011 at second lowest. The year 2003 had the highest consumption, followed by 2009.



Permit Revenue

The table below provides a 5-year comparison of permit revenue in comparison to annual budget allowances, followed by a graph of permit revenue over the last 10 years.

	2008	2009	2010	2011	2012
Revenue Received					
Building permits	\$ 356,839	\$ 197,261	\$ 278,163	\$240,730	\$270,420
Plan check	57,317	40,279	101,839	67,204	99,800
Heating/electric/plumbing	98,815	85,774	140,903	97,325	151,369
Total Revenue	\$ 512,971	\$ 323,314	\$ 520,905	\$405,259	\$521,589
Percent of budget allowance	164.4%	105.0%	208.4%	168.2%	202.2%
Budget allowance:					
Building permits	\$ 180,000	\$ 185,000	\$ 150,000	\$149,000	\$150,000
Plan check	50,000	50,000	40,000	35,000	45,000
Heating/electric/plumbing	82,000	73,000	60,000	57,000	63,000
Total Budget	\$ 312,000	\$ 308,000	\$ 250,000	\$241,000	\$258,000



Monthly Report

Attached is the monthly report for December of 2012. The balances in this report are preliminary, and do not include year-end adjustments, or the allocation of interest income for the year.

- General Fund
 - Communications expense exceeded the budget due to the current project to move the City's website to Vision Internet Providers.
 - Council and commissions expense exceeded the budget due to costs associated with the Sister City visit.
 - Fire protection expense exceeded the budget due to higher contractual costs.
 - Forestry/nursery expense exceeded the budget due to the purchase of EAB supplies.
 - Building inspection exceeded the budget due to higher contracted electric inspection costs, which are offset by higher electric permit revenue.

- Short-term Disability Self Insurance Fund experienced higher than normal during 2012. The fund has sufficient balances to cover the additional expense.
- Recreation Programs Fund expense exceeded the budget for several activities. The additional expense is offset by higher registration revenue.
- Cable Television franchise revenue for the fourth quarter has not been received or recorded yet.
- Slice of Shoreview expense exceeded the budget due to higher event costs, and were more than offset by additional revenue.
- Liability Claims Fund expense exceeded the budget due to higher claims during 2012. The fund has sufficient balances to cover the additional expense.
- Central Garage capital costs appear to exceed the budget due to the manner in which major capital purchases are recorded during the year. As part of the year-end closing process the capital costs are reclassified to asset accounts (and the assets are depreciated over the useful life).

General Fund
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	6,467,060	6,281,937	185,123	97.14	97.14
Licenses & Permits	292,750	543,081	-250,331	185.51	185.51
Intergovernmental	183,002	185,314	-2,312	101.26	101.26
Charges for Services	1,164,450	1,211,635	-47,185	104.05	104.05
Fines & Forfeits	62,000	33,406	28,594	53.88	53.88
Interest Earnings	45,000		45,000		
Miscellaneous	35,160	49,005	-13,845	139.38	139.38
TOTAL REVENUES	8,249,422	8,304,378	-54,956	100.67	100.67
EXPENDITURES					
General Government					
Administration	537,154	518,689	18,465	96.56	96.56
Communications	171,288	203,975	-32,687	119.08	119.08
Council & commiss	140,231	142,511	-2,280	101.63	101.63
Elections	34,453	30,209	4,244	87.68	87.68
Finance/accounting	541,508	515,836	25,672	95.26	95.26
Human Resources	248,382	215,507	32,875	86.76	86.76
Information systems	312,594	286,966	25,628	91.80	91.80
Legal	100,000	84,241	15,759	84.24	84.24
Total General Government	2,085,610	1,997,934	87,676	95.80	95.80
Public Safety					
Emergency services	7,333	5,925	1,408	80.79	80.79
Fire	854,900	861,360	-6,460	100.76	100.76
Police	1,858,994	1,838,635	20,359	98.90	98.90
Total Public Safety	2,721,227	2,705,919	15,308	99.44	99.44
Public Works					
Forestry/nursery	75,596	78,018	-2,422	103.20	103.20
Pub Works Adm/Engin	433,056	420,911	12,145	97.20	97.20
Streets	769,973	733,087	36,886	95.21	95.21
Trail mgmt	121,384	111,567	9,817	91.91	91.91
Total Public Works	1,400,009	1,343,583	56,426	95.97	95.97
Parks and Recreation					
Municipal buildings	126,119	123,256	2,863	97.73	97.73
Park Maintenance	1,117,133	1,104,841	12,292	98.90	98.90
Park/Recreation Adm	345,201	331,960	13,241	96.16	96.16
Total Parks and Recreation	1,588,453	1,560,058	28,395	98.21	98.21
Community Develop					
Building Inspection	151,486	167,887	-16,401	110.83	110.83
Planning/zoning adm	382,837	340,471	42,366	88.93	88.93
Total Community Develop	534,323	508,358	25,965	95.14	95.14

General Fund
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	8,329,622	8,115,852	213,770	97.43	97.43
OTHER					
Transfers In	481,000	481,000		100.00	100.00
Transfers Out	-400,800	-400,000	-800	99.80	99.80
TOTAL OTHER	80,200	81,000	-800	101.00	101.00
Net change in fund equity		269,526	-267,926		
Fund equity, beginning		3,976,412			
Fund equity, ending		4,245,938			
Less invested in capital assets					
Net available fund equity		4,245,938			

Recycling
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	69,000	59,666	9,334	86.47	86.47
Charges for Services	451,300	447,821	3,479	99.23	99.23
TOTAL REVENUES	520,300	507,486	12,814	97.54	97.54
EXPENDITURES					
Public Works					
Recycling	489,474	446,355	43,119	91.19	91.19
Total Public Works	489,474	446,355	43,119	91.19	91.19
TOTAL EXPENDITURES	489,474	446,355	43,119	91.19	91.19
Net change in fund equity	30,826	61,131	-30,305		
Fund equity, beginning		114,960			
Fund equity, ending		176,091			
Less invested in capital assets					
Net available fund equity		176,091			

STD Self Insurance
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	7,608	-108	101.44	101.44
Interest Earnings	600		600		
TOTAL REVENUES	8,100	7,608	492	93.93	93.93
EXPENDITURES					
Miscellaneous					
Short-term Disab	8,000	9,471	-1,471	118.39	118.39
Total Miscellaneous	8,000	9,471	-1,471	118.39	118.39
TOTAL EXPENDITURES	8,000	9,471	-1,471	118.39	118.39
Net change in fund equity	100	-1,863	1,963		
Fund equity, beginning		41,503			
Fund equity, ending		39,640			
Less invested in capital assets					
Net available fund equity		39,640			

Community Center
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD This Yr Last Yr	
REVENUES					
Charges for Services	2,269,985	2,289,195	-19,210	100.85	100.85
Interest Earnings	8,000		8,000		
Miscellaneous		60	-60		
TOTAL REVENUES	2,277,985	2,289,255	-11,270	100.49	100.49
EXPENDITURES					
Parks and Recreation					
Community center	2,445,989	2,380,053	65,936	97.30	97.30
Total Parks and Recreation	2,445,989	2,380,053	65,936	97.30	97.30
Capital Outlay					
Community center	12,930		12,930		
Total Capital Outlay	12,930		12,930		
TOTAL EXPENDITURES	2,458,919	2,380,053	78,866	96.79	96.79
OTHER					
Transfers In	300,000	300,000		100.00	100.00
TOTAL OTHER	300,000	300,000		100.00	100.00
Net change in fund equity	119,066	209,202	-90,136		
Fund equity, beginning		828,287			
Fund equity, ending		1,037,489			
Less invested in capital assets					
Net available fund equity		1,037,489			

Recreation Programs
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	1,277,740	1,340,295	-62,555	104.90	104.90
Interest Earnings	4,600		4,600		
Miscellaneous		973	-973		
TOTAL REVENUES	1,282,340	1,341,268	-58,928	104.60	104.60
EXPENDITURES					
Parks and Recreation					
Adult & youth sports	109,238	95,674	13,564	87.58	87.58
Aquatics	129,694	137,957	-8,263	106.37	106.37
Community programs	99,102	92,846	6,256	93.69	93.69
Drop-in Child Care	67,409	60,165	7,244	89.25	89.25
Fitness Programs	198,987	197,890	1,097	99.45	99.45
Park/Recreation Adm	331,258	311,779	19,479	94.12	94.12
Preschool Programs	73,656	81,614	-7,958	110.80	110.80
Summer Discovery	167,245	175,810	-8,565	105.12	105.12
Youth/Teen	70,213	68,648	1,565	97.77	97.77
Total Parks and Recreation	1,246,802	1,222,383	24,419	98.04	98.04
TOTAL EXPENDITURES	1,246,802	1,222,383	24,419	98.04	98.04
OTHER					
Transfers In	65,000	65,000		100.00	100.00
Transfers Out	-75,000	-75,000		100.00	100.00
TOTAL OTHER	-10,000	-10,000		100.00	100.00
Net change in fund equity	25,538	108,885	-83,347		
Fund equity, beginning		545,206			
Fund equity, ending		654,091			
Less invested in capital assets					
Net available fund equity		654,091			

Cable Television
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	280,000	224,933	55,067	80.33	80.33
Interest Earnings	1,800		1,800		
Miscellaneous	1,200	1,100	100	91.67	91.67
TOTAL REVENUES	283,000	226,033	56,967	79.87	79.87
EXPENDITURES					
General Government					
Cable television	165,095	139,924	25,171	84.75	84.75
Total General Government	165,095	139,924	25,171	84.75	84.75
TOTAL EXPENDITURES	165,095	139,924	25,171	84.75	84.75
OTHER					
Transfers Out	-121,950	-111,000	-10,950	91.02	91.02
TOTAL OTHER	-121,950	-111,000	-10,950	91.02	91.02
Net change in fund equity	-4,045	-24,891	42,746		
Fund equity, beginning		215,665			
Fund equity, ending		190,774			
Less invested in capital assets					
Net available fund equity		190,774			

Econ Devel Auth/EDA
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	55,000	53,608	1,392	97.47	97.47
TOTAL REVENUES	55,000	53,608	1,392	97.47	97.47
EXPENDITURES					
Community Develop					
Econ Development-HRA	49,783	47,552	2,231	95.52	95.52
Total Community Develop	49,783	47,552	2,231	95.52	95.52
TOTAL EXPENDITURES	49,783	47,552	2,231	95.52	95.52
Net change in fund equity	5,217	6,056	-839		
Fund equity, beginning		185,524			
Fund equity, ending		191,580			
Less invested in capital assets					
Net available fund equity		191,580			

HRA Programs of EDA
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	70,000	67,919	2,081	97.03	97.03
TOTAL REVENUES	70,000	67,919	2,081	97.03	97.03
EXPENDITURES					
Community Develop					
Housing Programs-HRA	53,726	42,353	11,373	78.83	78.83
Total Community Develop	53,726	42,353	11,373	78.83	78.83
TOTAL EXPENDITURES	53,726	42,353	11,373	78.83	78.83
Net change in fund equity	16,274	25,566	-9,292		
Fund equity, beginning		35,700			
Fund equity, ending		61,266			
Less invested in capital assets					
Net available fund equity		61,266			

Liability Claims
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,200		2,200		
Miscellaneous	20,000	62,508	-42,508	312.54	312.54
TOTAL REVENUES	22,200	62,508	-40,308	281.57	281.57
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	34,721	-2,721	108.50	108.50
Total Miscellaneous	32,000	34,721	-2,721	108.50	108.50
TOTAL EXPENDITURES	32,000	34,721	-2,721	108.50	108.50
Net change in fund equity	-9,800	27,786	-37,586		
Fund equity, beginning		192,054			
Fund equity, ending		219,840			
Less invested in capital assets					
Net available fund equity		219,840			

Slice SV Event
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	22,000	23,720	-1,720	107.82	107.82
Miscellaneous	25,000	38,896	-13,896	155.59	155.59
TOTAL REVENUES	47,000	62,616	-15,616	133.23	133.23
EXPENDITURES					
General Government					
Slice of Shoreview	57,200	63,917	-6,717	111.74	111.74
Total General Government	57,200	63,917	-6,717	111.74	111.74
TOTAL EXPENDITURES	57,200	63,917	-6,717	111.74	111.74
OTHER					
Transfers In	10,000	10,000		100.00	100.00
TOTAL OTHER	10,000	10,000		100.00	100.00
Net change in fund equity	-200	8,699	-8,899		
Fund equity, beginning		52,558			
Fund equity, ending		61,257			
Less invested in capital assets					
Net available fund equity		61,257			

Water Fund
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		2,137	-2,137		
Intergovernmental	13,200	16,774	-3,574	127.08	127.08
Utility Charges	2,464,000	2,837,080	-373,080	115.14	115.14
Late fees		44,367	-44,367		
Water meters	2,800	11,399	-8,599	407.12	407.12
Other prop charges	2,000	13,550	-11,550	677.50	677.50
Interest Earnings	55,000	37	54,963	.07	.07
Miscellaneous		23,847	-23,847		
TOTAL REVENUES	2,537,000	2,949,192	-412,192	116.25	116.25
EXPENDITURES					
Proprietary					
Water Operations	1,455,461	1,389,224	66,237	95.45	95.45
Total Proprietary	1,455,461	1,389,224	66,237	95.45	95.45
TOTAL EXPENDITURES	1,455,461	1,389,224	66,237	95.45	95.45
OTHER					
Contributed Assets		7,823	-7,823		
Depreciation	-630,000	-630,000		100.00	100.00
Transfers Out	-240,000	-175,000	-65,000	72.92	72.92
GO Revenue Bonds	-184,287	-189,842	5,555	103.01	103.01
TOTAL OTHER	-1,054,287	-987,019	-67,268	93.62	93.62
Net change in fund equity	27,252	572,949	-426,807		
Fund equity, beginning		12,445,554			
Fund equity, ending		13,018,503			
Less invested in capital assets		9,427,325			
Net available fund equity		3,591,178			

Sewer Fund
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		1,087	-1,087		
Intergovernmental	10,515	10,577	-62	100.59	100.59
Charges for Services	200	1,348	-1,148	674.15	674.15
Utility Charges	3,500,000	3,464,613	35,387	98.99	98.99
Late fees		72,948	-72,948		
Facility/area chgs	4,000	4,238	-238	105.94	105.94
Other prop charges	2,500	7,350	-4,850	294.00	294.00
Interest Earnings	25,000	30	24,970	.12	.12
TOTAL REVENUES	3,542,215	3,562,192	-19,977	100.56	100.56
EXPENDITURES					
Proprietary					
Sewer Operations	2,942,296	2,882,702	59,594	97.97	97.97
Total Proprietary	2,942,296	2,882,702	59,594	97.97	97.97
TOTAL EXPENDITURES	2,942,296	2,882,702	59,594	97.97	97.97
OTHER					
Contributed Assets		1,068	-1,068		
Depreciation	-300,000	-300,000		100.00	100.00
Transfers Out	-188,000	-123,000	-65,000	65.43	65.43
GO Revenue Bonds	-72,843	-73,903	1,060	101.45	101.45
TOTAL OTHER	-560,843	-495,835	-65,008	88.41	88.41
Net change in fund equity	39,076	183,655	-16,699		
Fund equity, beginning		7,284,108			
Fund equity, ending		7,467,763			
Less invested in capital assets		4,725,848			
Net available fund equity		2,741,915			

Surface Water Mgmt
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		216	-216		
Intergovernmental	3,815	3,837	-22	100.57	100.57
Utility Charges	1,056,000	1,040,692	15,308	98.55	98.55
Late fees		17,422	-17,422		
Lake Impr Dist chgs	48,462	32,188	16,274	66.42	66.42
Other prop charges	5,000	9,534	-4,534	190.68	190.68
Interest Earnings	24,000	11	23,989	.05	.05
TOTAL REVENUES	1,137,277	1,103,900	33,377	97.07	97.07
EXPENDITURES					
Proprietary					
Snail Lake Aug.	33,367	15,378	17,989	46.09	46.09
Surface Water Oper	726,866	650,546	76,320	89.50	89.50
Total Proprietary	760,233	665,924	94,309	87.59	87.59
TOTAL EXPENDITURES	760,233	665,924	94,309	87.59	87.59
OTHER					
Contributed Assets		20,231	-20,231		
Depreciation	-218,000	-218,000		100.00	100.00
Transfers Out	-107,000	-60,000	-47,000	56.07	56.07
GO Revenue Bonds	-85,602	-86,764	1,162	101.36	101.36
TOTAL OTHER	-410,602	-344,533	-66,069	83.91	83.91
Net change in fund equity	-33,558	93,443	-35,324		
Fund equity, beginning		7,384,772			
Fund equity, ending		7,478,215			
Less invested in capital assets		6,135,855			
Net available fund equity		1,342,360			

Street Light Utility
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		100	-100		
Utility Charges	456,000	448,265	7,735	98.30	98.30
Late fees		7,879	-7,879		
Interest Earnings	2,500		2,500		
Miscellaneous	500		500		
TOTAL REVENUES	459,000	456,245	2,755	99.40	99.40
EXPENDITURES					
Proprietary					
Street lighting	251,740	219,761	31,979	87.30	87.30
Total Proprietary	251,740	219,761	31,979	87.30	87.30
Capital Outlay					
Street lighting		141,168	-141,168		
Total Capital Outlay		141,168	-141,168		
Capital Outlay					
Capital Projects		6,805	-6,805		
Total Capital Outlay		6,805	-6,805		
TOTAL EXPENDITURES	251,740	367,735	-115,995	146.08	146.08
OTHER					
Depreciation	-40,000	-40,000		100.00	100.00
Transfers Out	-15,600	-12,000	-3,600	76.92	76.92
TOTAL OTHER	-55,600	-52,000	-3,600	93.53	93.53
Net change in fund equity	151,660	36,510	122,350		
Fund equity, beginning		749,937			
Fund equity, ending		786,447			
Less invested in capital assets		432,561			
Net available fund equity		353,886			

Central Garage Fund
For Year 2012 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	216,000	210,534	5,466	97.47	97.47
Intergovernmental	120,715	90,031	30,684	74.58	74.58
Cent Garage chgs	1,137,680	1,138,548	-868	100.08	100.08
Interest Earnings	22,000	225	21,775	1.02	1.02
TOTAL REVENUES	1,496,395	1,439,339	57,056	96.19	96.19
EXPENDITURES					
Proprietary					
Central Garage Oper	576,564	533,738	42,826	92.57	92.57
Total Proprietary	576,564	533,738	42,826	92.57	92.57
Miscellaneous					
Other Expenses	8,000		8,000		
Total Miscellaneous	8,000		8,000		
Capital Outlay					
Central Garage Oper		469,651	-469,651		
Total Capital Outlay		469,651	-469,651		
TOTAL EXPENDITURES	584,564	1,003,389	-418,825	171.65	171.65
OTHER					
Sale of Asset	20,000	65,786	-45,786	328.93	328.93
Transfers In	180,600		180,600		
Contributed Assets		20,750	-20,750		
Depreciation	-673,000	-673,000		100.00	100.00
GO CIP Bonds	-247,157	-247,658	501	100.20	100.20
TOTAL OTHER	-719,557	-834,122	114,565	115.92	115.92
Net change in fund equity	192,274	-398,172	589,445		
Fund equity, beginning		3,713,231			
Fund equity, ending		3,315,059			
Less invested in capital assets		3,228,575			
Net available fund equity		86,484			

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 12-31-12

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
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1,185	Morgan Stanley Smith Barney LLC	CD	273	10-03-12	07-03-13	249,000.00	.400000
1,186	Morgan Stanley Smith Barney LLC	CD	273	10-03-12	07-03-13	249,000.00	.350000
1,143	Morgan Stanley Smith Barney LLC	CD	549	02-24-12	08-26-13	121,000.00	.548000
1,146	Morgan Stanley Smith Barney LLC	CD	550	03-02-12	09-03-13	128,000.00	.550000
1,182	Dain Rauscher Investment Services	CD	365	09-19-12	09-19-13	248,000.00	.600000
1,145	Morgan Stanley Smith Barney LLC	CD	730	02-29-12	02-28-14	249,000.00	.550000
1,147	Morgan Stanley Smith Barney LLC	CD	730	03-07-12	03-07-14	249,000.00	.500000
1,148	Morgan Stanley Smith Barney LLC	CD	731	03-09-12	03-10-14	249,000.00	.650000
1,150	Morgan Stanley Smith Barney LLC	CD	730	03-28-12	03-28-14	249,000.00	.650000
1,187	Morgan Stanley Smith Barney LLC	CD	732	10-12-12	10-14-14	248,000.00	.900000
1,141	Morgan Stanley Smith Barney LLC	CD	1,097	02-08-12	02-09-15	150,000.00	1.000000
1,163	Dain Rauscher Investment Services	CD	1,095	07-09-12	07-09-15	248,000.00	1.000000
1,164	Dain Rauscher Investment Services	CD	1,097	07-11-12	07-13-15	248,000.00	1.150000
1,140	Morgan Stanley Smith Barney LLC	CD	1,461	02-08-12	02-08-16	248,000.00	1.150000
1,142	Morgan Stanley Smith Barney LLC	CD	1,461	02-08-12	02-08-16	248,000.00	1.300000
1,155	Morgan Stanley Smith Barney LLC	CD	1,461	05-16-12	05-16-16	98,000.00	1.250000
1,165	Dain Rauscher Investment Services	CD	1,462	07-17-12	07-18-16	248,000.00	1.250000
1,154	Morgan Stanley Smith Barney LLC	CD	1,645	05-16-12	11-16-16	248,000.00	1.300000
1,161	Dain Rauscher Investment Services	CD	1,826	07-06-12	07-06-17	247,000.00	1.800000
1,162	Dain Rauscher Investment Services	CD	1,826	07-06-12	07-06-17	247,000.00	1.800000
1,169	Morgan Stanley Smith Barney LLC	CD	1,826	07-25-12	07-25-17	248,000.00	1.550000
1,172	Morgan Stanley Smith Barney LLC	CD	1,826	07-26-12	07-26-17	247,000.00	1.700000
1,183	Dain Rauscher Investment Services	CD	2,191	09-27-12	09-27-18	249,000.00	1.308400
1,168	Dain Rauscher Investment Services	CD	3,652	07-25-12	07-25-2022	249,000.00	2.425000
1,181	Dain Rauscher Investment Services	CD	3,652	09-12-12	09-12-2022	249,000.00	2.325400
1,189	Dain Rauscher Investment Services	CD	3,652	12-07-12	12-07-2022	249,000.00	2.075100
1,167	Dain Rauscher Investment Services	CD	5,478	07-19-12	07-19-2027	238,000.00	3.416200
1,174	Dain Rauscher Investment Services	CD	5,477	07-31-12	07-30-2027	246,000.00	3.183400

Total Number Of Investments: 28

6,444,000.00

FEDERAL HOME LN BK

1,159	Dain Rauscher Investment Services	FH	3,647	07-03-12	06-28-2022	600,000.00	2.789800
1,160	Dain Rauscher Investment Services	FH	3,647	07-03-12	06-28-2022	405,000.00	2.789800
1,166	Dain Rauscher Investment Services	FH	32,66	07-18-12	07-18-2022	600,000.00	2.998400
1,171	Morgan Stanley Smith Barney LLC	FH	3,652	07-26-12	07-26-2022	600,000.00	2.761000
1,184	Morgan Stanley Smith Barney LLC	FH	3,652	09-28-12	09-28-2022	500,000.00	2.273700

Total Number Of Investments: 5

2,705,000.00

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 12-31-12

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
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FEDERAL NATL MTG							
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1,144	Dain Rauscher Investment Services	FN	1,782	02-24-12	01-10-17	501,423.23	2.688300
1,176	Dain Rauscher Investment Services	FN	2,078	08-08-12	04-17-18	804,278.48	2.283500
1,152	Dain Rauscher Investment Services	FN	5,478	04-12-12	04-12-2027	1,000,000.00	4.231000
1,158	Dain Rauscher Investment Services	FN	5,478	06-28-12	06-28-2027	600,000.00	3.664700
1,170	Dain Rauscher Investment Services	FN	5,475	07-26-12	07-23-2027	1,007,347.00	3.400000
1,173	Dain Rauscher Investment Services	FN	5,478	07-30-12	07-30-2027	600,000.00	3.498100
1,178	Dain Rauscher Investment Services	FN	5,478	08-13-12	08-13-2027	600,000.00	3.208200
1,151	Dain Rauscher Investment Services	FN	7,305	03-29-12	03-29-2032	500,000.00	4.746800
1,157	Dain Rauscher Investment Services	FN	7,305	06-21-12	06-21-2032	500,000.00	4.247100
Total Number Of Investments: 9						6,113,048.71	
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FED HM MORTG POOL							
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1,175	Dain Rauscher Investment Services	HP	2,549	08-07-12	07-31-19	513,457.55	3.007100
1,179	Wells Fargo Brokerage Services	HP	2,556	08-22-12	08-22-19	500,000.00	1.399400
1,180	Wells Fargo Bank MN, NA	HP	2,556	08-22-12	08-22-19	460,000.00	1.399400
1,149	Morgan Stanley Smith Barney LLC	HP	3,197	03-22-12	12-22-2020	550,000.00	2.583100
1,127	Dain Rauscher Investment Services	HP	3,653	07-29-11	07-29-2021	500,000.00	3.996700
1,153	Morgan Stanley Smith Barney LLC	HP	32,59	05-10-12	02-28-2022	500,000.00	3.006800
Total Number Of Investments: 6						3,023,457.55	
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TAXABLE MUNCPL BONDS							
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1,190	Dain Rauscher Investment Services	TM	2,302	12-11-12	04-01-19	503,020.00	1.349400
1,177	Wells Fargo Brokerage Services	TM	2,579	08-09-12	09-01-19	503,340.00	1.535600
1,192	Dain Rauscher Investment Services	TM	2,544	12-27-12	12-15-19	224,901.60	2.962000
1,191	Dain Rauscher Investment Services	TM	2,910	12-27-12	12-15-2020	235,407.30	3.395000
1,188	Dain Rauscher Investment Services	TM	3,494	12-05-12	06-30-2022	268,192.80	3.576000
1,193	Dain Rauscher Investment Services	TM	3,640	12-27-12	12-15-2022	250,218.50	3.745000
Total Number Of Investments: 6						1,985,080.20	

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 12-31-12

[illegible]

TO: MAYOR, CITY COUNCIL AND CITY MANAGER

FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR

DATE: JANUARY 18, 2013

SUBJ: PUBLIC WORKS MONTHLY REPORT

ADMINISTRATIVE ACTIVITIES

With the final development details now approved, we are anticipating execution of all the necessary agreements and financial sureties so that staff and consultants can resume working on the final construction plans, right of way acquisitions and agreements necessary for the public improvements associated with the Owasso Street/Victoria Street realignment associated with the Lakeview Terrace project. The City is working with consultants who are providing services relating to the final plans, specifications and bidding documents for the roadway and railway crossing improvements. A significant amount of work remains to coordinate the staging of the public roadway improvements with the private building construction activities.

Department personnel continue to work to coordinate the planned improvements of Red Fox Road with elements of the 2014 Ramsey County improvement of Lexington Avenue. In addition, department personnel continue to participate in other regional initiatives including the I-35W Managed Lane Study and the I-694 Nonmotorized Crossing Study.

Environmental Services –

The Environmental Quality Committee's 2013 Speaker Series is off and running! The series is held at 7:00pm the 3rd Wednesday of each month, January through April in the City Council Chambers. On January 16: Wayne Gjerde, from the MN Pollution Control Agency kicked off the series with "What Happens to our Recycling?" About 20 Shoreview residents attended the event. The next topic, "How Can You Reduce Energy Consumption in Your Home?", is scheduled for February 20.

The forestry division is organizing the 2013 Tree Sale – where residents can purchase up to four trees at wholesale prices. Staff has also been inspecting all properties with diseased trees marked for removal in 2012. Approximately ten properties had not fully complied with the City's requirements. Staff is working with these property owners to get compliance.

Annual Report - 2012 Diseased Tree Program

To control and prevent the spread of tree diseases such as Dutch elm disease and oak wilt, the City has maintained a diseased tree removal program through the Public Works Department. With the arrival of

Emerald Ash Borer in Shoreview, the diseased tree program has expanded to include mitigation of EAB similar to other diseases and pests. The removal program includes utilizing a combination of private tree service contractors and in-house resources for removing trees on public property. The contractor may also be utilized to remove diseased trees on private properties, offering residents a reduced price for tree removal work. Listed below is a summary of 2012 diseased trees.

2012 Diseased Trees				
	Oak Wilt	Dutch Elm Disease	Emerald Ash Borer	Other (Dead/Right of Way/Sightline issues/Storms)
City Trees	13	17	0	13
Private Trees	68	50	4	3
TOTAL	81	67	4*	16
<i>Total diseased trees marked for removal: 168</i>				
*Does not include new positive EAB trees found early December– will only include once marked for removal.				

The most prevalent tree disease was oak wilt in 2012, followed closely by Dutch elm disease. It is anticipated that the number of trees positively infested with Emerald Ash Borer will dramatically increase in the future as seen in other cities and states with EAB infestations.

Contractors

Upper Cut Tree Services (Tree and stump removal)

The Public Works Department solicited quotes from tree service companies for tree or stump removal and wood disposal in early 2012, and awarded Upper Cut Tree Services the contract. Upper Cut Tree Services received 37 separate work orders from both City trees and private trees, which totaled to approximately 60 trees in 2012. The majority of work orders were residents utilizing the negotiated rate to have diseased trees removed from their private properties, as shown in the table below:

2012 Work Order Breakdown					
	Oak Wilt	Dutch Elm Disease	Emerald Ash Borer	Other (Dead/Right of Way/Sightline issues/Storms)	Totals
City Trees	0	10	0	6	16
Private Trees	16	25	1	2	44
Total	16	35	1	8	60

The quantities of trees exceed the number of Work Orders, as many properties have several diseased trees. The Contractor removed 16 trees which were too large for City crews to complete or were near overhead wires. The Contractor also removed an additional 16 boulevard stumps which were left over from previous years, not shown in the table above.

The remaining diseased trees marked for removal have been or will be completed by other contractors or homeowner themselves.

S&S Tree Specialists (EAB Injection Treatments)

The Public Works Department also solicited quotes for injection treatments for Emerald Ash Borer. With the contract with S&S Tree Specialists, approximately 40 public ash trees around City Hall and the Community Center were treated. The equipment and chemical was purchased to continue treating City-owned trees next year in parks and along significant corridors.

Additionally, approximately 28 homeowners used the City's contractor for about 50 ash tree injections for preventative treatments of ash trees on private properties

MAINTENANCE ACTIVITIES

Street and Utility crews worked together to repair two water main breaks over the past two weeks, both were discovered on Friday evening in the southern (i.e. clay soil area) part of the City. The first was located at 3264 Victoria and the second located at 877 Arbogast. Fortunately crews were able to throttle the main down for the weekend and make the repair the following Monday with minimal disruption to area residents. Water service to a small number of residents was affected for about 4 hours during the repairs but otherwise the work went as planned. Final restoration of the pavement areas will happen in the Spring.

Crews were out anti-icing on three occasions. They also responded to 1 minor plowing event and 4 salting events. Jan 11th crews responded to a freezing rain event that occurred during the morning rush hour. Crews spent time the next 2 days repairing street signs that had been knocked down because of the icy conditions on the 11th. Street and Utility crews attended the annual aware and safety training provided by Chess Safety Consultants on Jan 2, 2013

Street crews along with the DOC crew spent several days prior to and during the freezing rain event on Jan 11th opening and maintaining catch basins to prevent water from backing up on city streets and allowing for drainage.

Street crews continue the seasonal tree trimming along boulevards and trails. They are removing trees as needed. They clean up and chip brush after trimming and tree removal. Sign maintenance repairs and replacements continues.

Utility Crews inspect and perform routine and scheduled maintenance to wells, lift stations, towers and the booster station each day. Water samples are collected and analyzed each day. Meter repairs and utility location requests are responded to when scheduled. Utility crews have been spending time rodding and flushing sewers and inspecting manholes. Utility crews spend time repairing and/or lowering any raised manholes and gate valves that may be discovered during plowing. One manhole casting in the road that had frost heaved up was damaged enough by the City's snow plow that the manhole lid fell through the casting down into the manhole. Fortunately it was discovered and reported by an area resident and repaired by the City without incident. Also after major snow events there are always hydrants that are damaged from vehicles sliding into them and those hydrants are inspected and repaired where necessary.

Department of Corrections Crew –

Crews clean the maintenance center daily. They are participating in the brush chipping and clean up after trimming and tree removal. They assisted with routine winter maintenance for the Parks Maintenance Division. During and after snow events they complete the snow removal by hand work at bus stops, boardwalks and trails. They also perform snow removal work around the maintenance center. And they continue shoveling out fire hydrants and catch basins around the City.

PROJECT UPDATES

Floral/Demar/County Road F Neighborhood Reconstruction, Project 12-01

Essentially all work has been completed in the Demar Avenue and County Road F neighborhood. The restoration work has been completed on all yards and sod has been placed. The asphalt wear course, mailboxes, and street lights have been installed and the street lights have been energized.

The wear course was paved on Floral Drive, mailboxes installed and the top soil has been placed and covered with mulch. The contractor is working on the punch list items. The sod work is scheduled for spring of 2013.

Water System Improvements – Westin Woods Booster Station, Project 12-02

Four bids for the project were received and opened on December 18th, 2012. Staff is currently reviewing the bids and planning to present the bids with a recommendation to the Council at the February 4, 2013 meeting.

Red Fox Road Reconstruction, Project 12-04

The feasibility report was presented to the Council at the December 17, 2012 meeting. The Council received the report and called for a public hearing to be held at the January 22, 2013 meeting.

2012 Street Light Replacement, Project 12-06

The project has been completed and approved for final payment.

County Road D and Cottage Place Reconstruction, Project 13-01

The feasibility report was presented to the Council at the December 17, 2012 meeting. The Council received the report and called for a public hearing to be held at the January 22, 2013 meeting.

2013 Street Rehabilitation, Project 13-02

As part of the bonding process for the 2013 Street Rehabilitation Project the City was required to develop a Street Rehabilitation and Reconstruction Plan for the years 2013 to 2017 and conduct a public

hearing for the proposed bonding. At the December 17, 2012 meeting a public hearing for the Plan and proposed bonding was held and the Council adopted the Plan.

Staff is in the process of developing the plans and specifications for the project.

Gaston, Grove, and St. Albans Water Main Extension, Project 13-03

The feasibility report was presented to the Council at the January 7, 2013 meeting. The Council received the report and called for a public hearing to be held at the February 4, 2013 meeting.

TO: MAYOR AND COUNCILMEMBERS
FROM: TERRY SCHWERM, CITY MANAGER
DATE: JANUARY 15, 2013
RE: MONTHLY REPORT

DEPARTMENT ACTIVITY

The Parks & Recreation Commission continues to review playground proposals that will be part of the planned Bucher Park renovation project. The Commission will be reviewing two playground proposals at their January meeting and then forward a recommendation to the City Council for approval. The Bucher Park project will likely be bid in February with a bid award by the City Council scheduled in March. It is anticipated that this project will start in the spring.

MAINTENANCE

It has been another difficult start to the ice skating season. Temperatures were slightly cooler than last year, but the snow storm and rain still made it difficult for the park maintenance crew to make good, smooth ice to open the rinks. Despite the setbacks we were able to get the rinks open before Christmas.

The crew cleans and floods rink every day, weather permitting. We are taking advantage of the colder temperatures this week and creating a thicker sheet of ice on each rink so the warm spells have less impact on ice quality. The crew replaced all batteries in thermostats, smoke and CO detectors and replaced furnace filters in the warming houses prior to the rinks opening. During the unseasonably warm weather last week the crew cleaned the warming houses, checked and repaired hockey and broomball nets and cleaned the shop and trucks. There were building lights out at Sitzler and Wilson Parks which have been repaired.

There were several days of dusting snowfalls. These snowfalls were just enough to require the crew to clean the walks and salt the parking lots at the Community Center, library, fire stations and the Lepak/Larson House. In addition, the crew salted all of the parking lots at the parks. The crew built a brine tank for one of the Gators to apply liquid ice melt around the Community Center and library sidewalks and it works much better than the last system that we used which means the crew will be pre-treating the sidewalks more often now.

The crew continues to pick up trash on a daily basis at the Community Center, library and parks. The trash receptacles are dumped on an as needed basis. The restrooms at the pavilion are checked and cleaned on a daily basis.

COMMUNITY CENTER/CITY HALL MAINTENANCE ACTIVITIES

The maintenance crew is continuing to keep the building on its cleaning schedule during the winter. They have been dusting the indoor playground and some of the ductwork in the gym.

They also removed most of the equipment out of the gym activity room and the studios to do more detailed cleaning of those spaces. The large floor scrubber broke in mid-December and it took awhile for the repair parts to come it. Now that it is working again the crew is trying to catch up on cleaning areas that had to wait until it was repaired. Work orders for repairs in 2012 set a new record. We ended the year with 3, 471 repair orders which is up more than 100 from last year.

RECREATION PROGRAMS

We have closed the book on fall programs and participation increased by 462, a 16% increase. There was a 20% increase in on-line registration and it now accounts for 50% of total registrations.

Fall Participation	2012	2011	2010	2009	2008
Adult Enrichment	343	217	167	360	408
Fitness	1319	1188	1161	1191	989
Adult Sports (number of teams)	36	40	60	65	51
Aquatics	791	648	665	649	533
Ice Skating	89	79	98	95	82
Preschool Programs	62	63	36	36	27
Special Events	117	80	113	96	99
Tumbling	61	41	50	45	46
Youth Programs	153	219	211	216	206
Youth Sports	528	462	469	470	436
Total	3499	3037	3030	3223	2877
Fall On-line Registrations	1736	1449	1181	906	230

Winter program registration is strong with 2,972 participants. Fitness programs account for 1,264 of the registration total and swim lessons has 660 people enrolled.

The Family New Year's Eve Party was a huge success. We had 210 preregistered and 464 walk-ins for a total of 664 participants. The staff were super heroes that night putting in long hours decorating and running the event. We had several family members volunteer along with a large group of students from Mounds View High School.

Kids Corner Preschool held their annual Open House and Registration for the 2013-14 School Year on Thursday, December 13th from 6:00-7:30pm. Kids Corner offers classes for children ranging in age from 2 1/2 - 5 years old. During the open house families can meet with teachers, tour the classroom and register for classes.

There are many great one day trips planned for seniors such as an afternoon at the Minneapolis Melting Pot, Old Log Theater/Mahalia and the Orpheum Theater/Mary Poppins.

On Saturday, January 19th the Parks and Recreation department will be collaborating with Landmark Tours on a travel show highlighting trips that we will be offering in 2013.

Applications for the 2013 Farmer's Market season will be going out before the end of the month. We have made plans to move the market to the north side of the lower parking lot to be able to utilize the lawn and the pavilion for entertainment, seating for guests and expansion of products at the market.

AARP Tax Aide begins Wednesday, February 6th and runs through April 10th. Free tax assistance will be provided to those that are over 65 or people with low to moderate incomes. Reservations are required by calling the Parks and Recreation office.

We have several special events coming up: Dive-In Movies will be held in the pool on January 2th and March 8th and the preschool Sweetheart Dance will be held February 8th. The Dive-in movie on January 25th will feature "Tangled". Prior to the movie, kids can play games and make a craft.

COMMUNITY CENTER

The Community Center is always a popular destination the month of December however, daily passes decreased this month compared to 2011. The Tropical Adventure Indoor Playground stayed active with young guests and members. Playground passes increased nearly 13% compared to last December and playground only coupon books were a popular choice for gifts during the holiday season. There were almost 700 coupon books sold and over 6,500 coupons redeemed this year. The Tropics Indoor Waterpark accommodated many groups during the holiday break with nearly 18 pool groups, including with a couple of days when the waterpark was at capacity. The Wave Café enjoyed a 22% increase in sales due to the increased traffic. Many visiting groups used the playground in the morning and the Tropics Indoor Waterpark in the afternoon. Staff accommodated these groups in various parts of the building so they could eat lunch and enjoy a fun filled day at the Community Center.

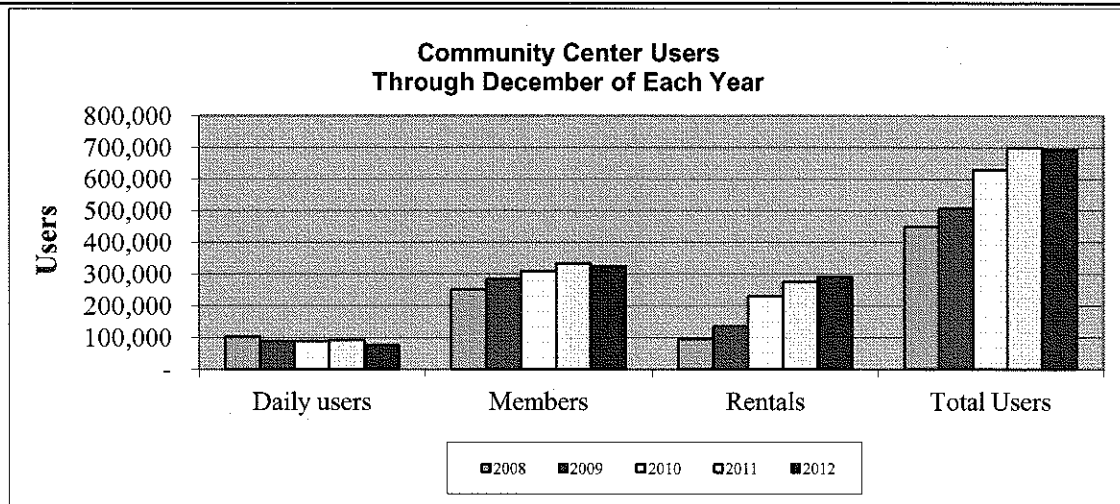
The Fitness Center was busy with large numbers of our regular fitness enthusiasts. The cardio equipment was heavily utilized throughout the month. Master Link Sports was brought in for service on several machines and will be a good repair and service resource in the future. The new equipment and preventative maintenance agreement have helped keep equipment operating efficiently. Members have provided positive feedback on the new Techno Gym Kinesis Stations. Fitness staff provided 19 equipment orientations and 89 personal training sessions during December.

Membership sales were comparable to last December with a slight increase in total memberships sold for the year. The most popular membership sold is still the prepaid annual family resident. Marketing efforts for memberships included a commercial during Kare 11 News and the Today show. Many calls were generated to the sales office regarding the Community Center's membership prices and amenities. Staff was busy with numerous membership and rental tours. There was a slight increase in rentals during 2012 with a significant increase in birthday parties

in December. The new themed parties have sparked some interest as well as the new pool party packages.

**Community Center Activity Year-to-date
Through December Each Year**

	2008	2009	2010	2011	2012
Number of Users:					
Daily users	102,144	88,319	88,784	91,392	76,521
Members	251,898	284,384	308,404	332,762	324,216
Rentals	95,769	135,248	230,634	274,871	291,879
Total Users	449,811	507,951	627,822	699,025	692,616
Revenue:					
Admissions	\$ 494,723	\$ 548,432	\$ 522,371	\$ 597,166	\$ 554,832
Memberships-annual	649,790	783,741	933,541	1,007,883	1,036,109
Memberships-seasonal	140,658	115,668	106,953	103,304	97,057
Room rentals	213,668	219,052	220,664	250,299	255,411
Wave Café	149,110	163,086	176,816	195,578	192,232
Commissions	13,474	9,149	10,627	14,503	14,546
Locker/vending/video	33,757	32,458	29,470	29,606	24,445
Merchandise	7,658	9,577	10,656	13,724	14,518
Other miscellaneous	1,729	1,344	1,944	1,323	110
Building charge	95,152	89,882	94,415	98,441	100,000
Transfers in	250,000	310,000	310,000	297,000	300,000
Total Revenue	2,068,413	2,290,560	2,425,474	2,629,501	2,589,260
Expenditures:					
Personal services	1,243,857	1,287,910	1,319,270	1,352,471	1,369,617
Supplies	429,073	392,043	405,540	448,853	436,776
Contractual	503,357	507,042	544,863	600,542	573,765
Total Expenditures	2,176,287	2,186,995	2,269,673	2,401,866	2,380,158
Rev less Exp Year-to-date	\$ (107,874)	\$ 103,565	\$ 155,801	\$ 227,635	\$ 209,102



* Rental users in 2010 and later years include Summer Discovery Prgm

t\data/excel/comm cntr/Monthly report 2012

Community Center Monthly Activity
For the Year 2010

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	12,396	8,244	10,145	5,086	6,293	7,811	8,478	7,899	2,600	5,189	6,669	7,974	88,784
Members	32,569	30,039	30,018	24,351	22,682	23,343	23,406	24,567	20,281	23,593	26,860	26,695	308,404
Rentals	16,552	14,271	16,027	14,710	16,223	30,877	29,480	32,456	14,120	16,373	13,243	16,302	230,634
Total Users	61,517	52,554	56,190	44,147	45,198	62,031	61,364	64,922	37,001	45,155	46,772	50,971	627,822
Revenue:													
Admissions	\$ 55,503	\$ 47,668	\$ 54,719	\$ 31,183	\$ 35,032	\$ 40,977	\$ 50,122	\$ 38,742	\$ 18,995	\$ 25,431	\$ 33,763	\$ 42,844	474,979
Indoor playground	7,028	6,623	6,012	2,611	2,846	4,446	2,790	3,305	620	2,541	3,920	4,650	47,392
Memberships	111,690	75,142	68,524	57,725	61,958	61,663	64,227	66,374	78,838	75,158	121,981	197,214	1,040,494
Room rentals	18,519	27,898	14,573	19,724	22,695	16,744	18,713	12,615	23,057	16,713	16,852	12,561	220,664
Wave Café	18,052	17,720	18,813	14,915	13,174	15,261	14,708	15,272	9,617	11,457	13,834	13,993	176,816
Commissions	870	1,051	-	658	-	1,375	1,367	763	1,967	1,356	227	993	10,627
Locker/Vending/video	1,317	2,387	4,880	4,296	1,239	2,101	2,802	1,361	4	3,262	948	4,873	29,470
Merchandise	730	932	903	1,147	790	1,043	1,400	1,181	312	711	715	792	10,656
Other miscellaneous	(90)	67	25	(790)	1,025	30	414	171	89	80	183	740	1,944
Building charge	-	-	-	-	-	93,000	-	-	-	-	-	-	94,415
Interest	-	-	-	-	-	-	-	-	-	-	-	-	8,017
Transfers in	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,826	310,000
Total Revenue	239,453	205,322	194,283	157,303	164,593	262,474	182,377	165,618	159,333	162,543	218,257	313,918	2,425,474
Expenditures:													
Personal services	87,881	107,137	99,770	97,359	97,921	97,380	157,769	105,178	95,479	100,266	101,590	171,540	1,319,270
Supplies	13,838	38,074	39,579	27,156	36,732	32,132	30,501	29,798	35,361	28,190	24,843	69,336	405,540
Contractual	5,022	26,404	63,856	28,989	51,368	39,593	36,322	58,235	48,831	60,881	30,144	95,218	544,863
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	106,741	171,615	203,205	153,504	186,021	169,105	224,592	193,211	179,671	189,337	156,577	336,094	2,269,673
Rev less Exp (monthly)	\$ 132,712	\$ 33,707	\$ (8,922)	\$ 3,799	\$ (21,428)	\$ 93,369	\$ (42,215)	\$ (27,593)	\$ (20,338)	\$ (26,794)	\$ 61,680	\$ (22,176)	\$ 155,801
Rev less Exp (ytd)	\$ 132,712	\$ 166,419	\$ 157,497	\$ 161,296	\$ 139,868	\$ 233,237	\$ 191,022	\$ 163,429	\$ 143,091	\$ 116,297	\$ 177,977	\$ 155,801	

Community Center Monthly Activity
For the Year 2011

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	9,573	8,554	12,733	7,331	6,918	8,510	9,591	7,473	2,375	2,799	6,874	8,661	91,392
Members	33,665	30,575	34,019	29,225	25,468	24,211	24,352	23,544	23,660	26,968	27,680	29,395	332,762
Rentals	16,013	14,571	17,692	15,947	17,757	40,042	34,573	51,667	16,013	18,620	16,031	15,945	274,871
Total Users	59,251	53,700	64,444	52,503	50,143	72,763	68,516	82,684	42,048	48,387	50,585	54,001	699,025
Revenue:													
Admissions	\$ 54,768	\$ 50,219	\$ 82,024	\$ 37,760	\$ 32,531	\$ 48,104	\$ 57,434	\$ 41,854	\$ 19,315	\$ 26,823	\$ 35,198	\$ 58,481	\$ 544,511
Indoor playground	6,646	4,955	8,340	4,691	3,281	4,545	3,033	2,183	2,178	2,986	4,786	5,031	52,655
Memberships	134,134	82,408	85,134	64,611	61,088	69,882	64,747	69,299	77,050	85,320	115,092	202,422	1,111,187
Room rentals	22,729	19,569	29,892	16,023	24,736	20,859	19,322	18,740	22,956	21,955	10,411	23,107	250,299
Wave Café	20,526	18,871	25,987	17,064	15,650	15,441	16,165	14,920	10,577	13,462	12,687	14,228	195,578
Commissions	-	143	850	-	1,366	698	2,561	1,153	3,393	2,395	1,944	-	14,503
Locker/vending/video	(1,194)	3,591	2,745	3,128	2,566	3,560	3,243	883	1,842	2,649	1,596	4,997	29,606
Merchandise	1,006	1,018	1,492	1,340	948	1,826	1,546	1,204	1,014	819	879	632	13,724
Other miscellaneous	(80)	75	27	32	757	39	83	50	5	143	65	127	1,323
Building charge	-	-	-	-	-	97,000	-	-	-	-	-	1,441	98,441
Interest	-	-	-	-	-	-	-	-	-	-	-	20,674	20,674
Transfers in	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	297,000
Total Revenue	263,285	205,599	261,241	169,399	167,673	286,704	192,884	175,036	163,080	181,302	207,408	355,890	2,629,501
Expenditures:													
Personal services	84,388	104,891	105,118	99,020	100,804	107,049	156,509	108,982	96,532	99,084	104,360	185,734	1,352,471
Supplies	30,153	36,056	44,170	42,162	34,276	33,351	29,123	27,161	39,147	44,125	36,298	52,831	448,853
Contractual	22,538	31,672	36,485	42,242	48,682	54,629	63,436	44,224	56,475	65,557	40,038	94,564	600,542
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	137,079	172,619	185,773	183,424	183,762	195,029	249,068	180,367	192,154	208,766	180,696	333,129	2,401,866
Rev less Exp (monthly)	\$ 126,206	\$ 32,980	\$ 75,468	\$ (14,025)	\$ (16,089)	\$ 91,675	\$ (56,184)	\$ (5,331)	\$ (29,074)	\$ (27,464)	\$ 26,712	\$ 22,761	\$ 227,635
Rev less Exp (ytd)	\$ 126,206	\$ 159,186	\$ 234,654	\$ 220,629	\$ 204,540	\$ 296,215	\$ 240,031	\$ 234,700	\$ 205,626	\$ 178,162	\$ 204,874	\$ 227,635	

**Community Center Monthly Activity
For the Year 2012**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	8,757	9,853	10,137	6,003	4,801	4,914	6,289	6,089	2,547	4,594	5,805	6,732	76,521
Members	34,702	31,137	29,693	27,472	25,620	25,094	26,585	24,860	19,992	25,021	27,312	26,728	324,216
Rentals	16,398	16,066	14,860	17,120	15,041	37,529	35,345	70,550	16,533	16,421	17,160	18,856	291,879
Total Users	59,857	57,056	54,690	50,595	45,462	67,537	68,219	101,499	39,072	46,036	50,277	52,316	692,616
Revenue:													
Admissions	\$ 55,671	\$ 45,702	\$ 67,428	\$ 40,239	\$ 34,868	\$ 46,024	\$ 51,546	\$ 45,866	\$ 10,568	\$ 25,520	\$ 33,548	\$ 43,615	\$ 500,595
Indoor playground	6,678	6,845	4,850	4,128	3,924	2,494	3,265	3,054	2,610	4,722	5,376	6,291	54,237
Memberships	121,572	92,089	86,050	68,705	69,225	72,207	69,527	74,020	81,313	93,797	105,112	199,549	1,133,166
Room rentals	24,441	25,231	15,536	21,979	18,627	26,549	17,245	22,644	19,042	22,895	19,661	21,561	255,411
Wave Café	20,842	16,592	21,932	13,945	13,729	15,760	15,655	18,985	7,176	14,782	15,495	17,339	192,232
Commissions	279	-	1,424	350	2,336	1,680	1,336	1,357	2,243	1,907	1,272	362	14,546
Locker/vending/video	1,016	3,015	1,869	2,685	1,102	2,374	1,055	1,961	3,039	1,764	1,207	3,358	24,445
Merchandise	1,177	1,164	1,935	997	1,365	1,214	1,633	1,537	726	963	890	917	14,518
Other miscellaneous	53	10	31	(33)	42	71	59	(104)	50	37	(24)	(82)	110
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	-	100,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	300,000
Total Revenue	256,729	215,648	226,055	177,995	170,218	293,373	186,321	194,320	151,767	191,387	207,537	317,910	2,589,260
Expenditures:													
Personal services	86,352	110,691	109,922	103,825	106,288	160,760	111,336	114,288	102,560	99,313	158,281	106,001	1,369,617
Supplies	18,791	38,364	58,334	40,330	41,001	25,491	41,673	40,578	23,100	25,145	33,467	50,502	436,776
Contractual	8,918	18,761	71,950	63,435	63,612	44,855	48,798	51,328	43,170	72,961	37,830	48,147	573,765
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	114,061	167,816	240,206	207,590	210,901	231,106	201,807	206,194	168,830	197,419	229,578	204,650	2,380,158
Rev less Exp (monthly)	\$ 142,668	\$ 47,832	\$ (14,151)	\$ (29,595)	\$ (40,683)	\$ 62,267	\$ (15,486)	\$ (11,874)	\$ (17,063)	\$ (6,032)	\$ (22,041)	\$ 113,260	\$ 209,102
Rev less Exp (ytd)	\$ 142,668	\$ 190,500	\$ 176,349	\$ 146,754	\$ 106,071	\$ 168,338	\$ 152,852	\$ 140,978	\$ 123,915	\$ 117,883	\$ 95,842	\$ 209,102	

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the following payment of bills as presented by the finance department.

Date	Description	Amount
01/07/13	Accounts payable	\$39,157.66
01/10/13	Accounts payable	\$139,632.72
01/14/13	Accounts payable	\$88,697.55
01/17/13	Accounts payable	\$6,489.42
01/22/13	Accounts payable	\$898,585.72
Sub-total Accounts Payable		\$ 1,172,563.07
01/11/13	Payroll 124888 to 124942 960197 to 960382	\$151,716.73
Sub-total Payroll		\$ 151,716.73
TOTAL		\$ 1,324,279.80

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

01/22/13

COUNCIL REPORT

[illegible]

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ACE SOLID WASTE	DUMPSTER SERVICE CC AND PARKS	220	43800	3640				\$1,156.15	\$1,308.34
		101	43710	3950				\$152.19	
AMERICAN PAYMENT CENTERS	RAINBOW DROP BOX SERVICES-JAN/FEB/MAR 13	601	45050	3190		001		\$40.00	\$80.00
		602	45550	3190		001		\$40.00	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,242.38	
AUSTINSON, JOHN	BASKETBALL REF JAN 3 & 7	225	43510	3190		002		\$115.00	\$115.00
BONA, LINDA	ACTIVITY REFUND	220	22040					\$98.00	\$98.00
CAPISTRANT, THOMAS	PASS REFUND	220	22040					\$289.90	\$289.90
CENTRAL RESTAURANT PRODUCTS	COMMUNITY CENTER SUPPLIES	220	43800	2590		002		\$335.99	\$644.66
		220	43800	2180		002		\$308.67	
COMCAST	CABLE FOR CC	220	43800	3190		001		\$224.39	
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 01-11-13	101	21720					\$8,756.97	\$8,756.97
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:01-11-13	101	20420					\$339.50	\$339.50
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170				\$402.41	\$402.41
CULLIGAN	IRON FILTER FOR POOL	220	43800	3950				\$94.05	\$94.05
FAMILY CHURCH, MINNEAPOLIS	FACILITY REFUND	220	22040					\$100.00	\$100.00
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS: 01-11-13	101	20418					\$5,715.00	
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 01-13-13	101	20431					\$405.60	\$1,108.60
		101	20432					\$703.00	
GLAC, KATHARINA	PILATES	220	22040					\$65.80	\$65.80
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.20	\$15.20
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.20	\$15.20
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.17	\$16.17
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.12	\$16.12
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.21	\$15.21
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.29	\$15.29
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.29	\$15.29
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.29	\$15.29
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.29	\$15.29
GRANDMA'S BAKERY	EMY JOHNSON WELCOME RECEPTION SUPPLIES	101	40100	4890		003		\$64.50	\$64.50
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
HADI, SHABANA	FACILITY REFUND	220	22040					\$300.00	\$300.00
HALEK, KATIE	YOGA STRENGTH	220	22040					\$89.00	\$89.00
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$556.30	\$556.30
HERRERA, WARREN	SOCCER - IL GR 1-3	220	22040					\$38.00	\$38.00
HIGHWAY TECHNOLOGIES	WORK-ZONE TRAFFIC CONTROL SEMINAR 2013	101	43710	4500				\$359.55	\$359.55
HILLYARD, INC - MINNEAPOLIS	EQUIPMENT REPAIR	220	43800	3890				\$87.22	\$87.22
HILLYARD, INC - MINNEAPOLIS	EQUIPMENT MAINT.	220	43800	3890				\$40.50	\$40.50
HILLYARD, INC - MINNEAPOLIS	EQUIP. MAINT.	220	43800	3890				\$40.50	\$40.50
HILLYARD, INC - MINNEAPOLIS	EQUIP. MAINT.	220	43800	3890				\$81.00	\$81.00
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:01-11-13	101	21750					\$5,355.34	\$5,355.34
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:01-11-13	101	20430					\$265.00	\$265.00
IDENTITY STORES, LLC	VOLLEYBALL SHIRTS	225	43510	2170		010		\$659.54	\$659.54
JACOBS, SCOTT	FACILITY REFUND	220	22040					\$300.00	\$300.00
JAUCH, CAROL	BASEBALL CAMP GR 3-5	220	22040					\$125.00	\$125.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/JANUARY 2013	220	43800	3960				\$1,089.00	\$1,089.00
KURTOGLU, BARBARA	PASS REFUND	220	22040					\$120.00	\$120.00
MEGHANI, NAHEED	PERSONAL TRAINING REFUND/MEMBER MOVING	225	34530					\$188.00	\$188.00
MENARDS CASHWAY LUMBER *MAPLEW	PAINTING SUPPLIES	601	45050	2280		005		\$75.47	\$75.47
MEYER, LAURENCE	PASS REFUND	220	22040					\$360.00	\$360.00

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 01-11-13	101	20435				\$217.50	\$217.50
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB:01-11-13	101	20420				\$60.00	\$60.00
MOSLEY, ZEBBIE	BASKETBALL REF JAN 3 & 7	225	43510	3190		002	\$115.00	\$115.00
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUP-OPEN GYM (SEPT-DEC)	225	43510	3190		015	\$486.00	\$486.00
MPELRA	CONFERENCE MEMBERS FEE	101	40210	4500		001	\$75.00	\$75.00
NOTSCH, APRIL	NYE YOUTH	220	22040				\$32.00	\$32.00
NOYES, BRIAN	BASKETBALL REF JAN 7	225	43510	3190		002	\$69.00	\$69.00
OLESON, SHERRY	ACTIVITY REFUND	220	22040				\$97.15	\$97.15
OLSON, CORINNE	PASS REFUND	220	22040				\$44.99	\$44.99
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190			\$76.73	\$76.73
PACQUINGAN, THERESE	FACILITY REFUND	220	22040				\$50.00	\$50.00
POSTMASTER	FIRST-CLASS PRESORT PERMIT FEE - #5606	602	45550	3220		001	\$95.00	\$190.00
		601	45050	3220		001	\$95.00	
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606 SHOREVIEW	602	45550	3220		001	\$500.00	
		601	45050	3220		001	\$500.00	\$1,000.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:01-11-13	101	21740				\$28,037.86	
RAMSEY COUNTY PARKS & REC.	ICE RENTAL FOR SKATING LESSONS	225	43580	3171			\$2,249.64	\$2,249.64
RAMSEY COUNTY TREASURER	LIFE INSURANCE: JANUARY 2013	101	20414				\$2,829.22	\$3,029.22
		101	20417				\$200.00	
SHIER, WAYNE	FACILITY REFUND	220	22040				\$250.00	\$250.00
SIMPLEXGRINNELL LP	KITCHEN HOOD INSPECTION	220	43800	3810		003	\$69.55	\$69.55
SORENSEN, MATTHEW	BASKETBALL REF JAN 3 & 7	225	43510	3190		002	\$115.00	\$115.00
STATE OF MINNESOTA	REPORTING FEE FOR HAZARD. CHEMICALS	220	43800	4890		003	\$100.00	\$100.00
TARGET COMMERCIAL INVOICE	COMMUNITY CENTER SWIM DIAPERS	220	43800	2180		002	\$93.95	\$93.95
TOKLE INSPECTIONS INC	INSPECTION SERVICES JAN 2013	101	44300	3090			\$12,048.80	\$12,048.80
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:01-11-13	101	21710				\$27,252.56	\$54,733.27
		101	21730				\$6,373.74	
		101	21735				\$21,106.97	
TYSON, ANTONIO	BASKETBALL REF JAN 3	225	43510	3190		002	\$46.00	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS:01-11-13	101	20420				\$221.00	\$221.00
UPPER CUT TREE SERVICES	PRIVATE TREE REMOVALS W012-13	101	43900	3190		003	\$1,499.75	\$1,499.75
VANG, KONUE	FACILITY REFUND	220	22040				\$50.00	\$50.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,251.00	\$1,251.00
WATSON COMPANY	BREAKROOM SUPPLIES	101	40800	2180			\$125.26	\$125.26
WATSON COMPANY	WAVE CAFE COFFEE FOR RESALE	101	40800	2180			\$68.72	\$235.03
		220	43800	2590		001	\$166.31	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$2,002.30	
Total of all invoices:							\$139,632.72	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
2ND WIND EXERCISE EQUIPMENT	SPRI XERBALLS	225	43530	2170		001	\$112.48	\$112.48
ACTIVE.COM	EASY FREESTYLE LEVEL 1 WORKSHOP:BACHRACH	220	43800	4500			\$255.00	\$255.00
ANDERSON, BRAD	REFUND CLOSING OVRPYMT-1085 WESTCLIFF CV	601	36190			003	\$124.55	\$124.55
COMCAST.COM	COMPLEX STAFF INTERNET SERVICES:DEC 12	230	40900	3190		002	\$75.81	\$75.81
COMCAST.COM	MODEM 2 INTERNET CHARGES	230	40900	3190		002	\$126.90	\$126.90
COMCAST.COM	COMPLEX STAFF INTERNET SERVICES:JAN 2013	230	40900	3190		002	\$75.81	\$75.81
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/DEC STMT/11@6/1 PY@25	307	44100	4890			\$91.00	\$91.00
COMPUTER SOFTWARE/SQL BACKUP F	SQL BACKUP SOFTWARE	101	40550	2180		006	\$36.00	\$36.00
CONSTANT CONTACT.COM	EMAIL MARKETING SERVICE: DECEMBER 2012	459	43800	3190		007	\$40.00	\$80.00
		225	43400	4330			\$40.00	
DISPLAYS 2 GO.COM	TABLE SIGN HOLDERS	220	43800	2010		001	\$66.88	
DISPLAYS 2 GO.COM	GENERAL SUPPLIES	220	43800	2010		001	\$520.68	\$520.68
FAMOUS DAVES	EMPLOYEE EVENT SUPPLIES	101	40210	4890		003	\$1,557.47	\$1,557.47
FIVE GUYS	EDA MEETING SUPPLIES	240	44400	2180		001	\$37.84	\$37.84
FLEET FARM/GE CAPITAL RETAIL B	PARTS TO BUILD PRE-SALT SIDEWALK APPL.	101	43710	2240			\$80.87	\$80.87
GREEN MILL PIZZA	PARK COMMISSION MEETING SUPPLIES	101	40200	4890		001	\$98.19	\$98.19
GREEN MILL PIZZA	COUNCIL MEETING SUPPLIES	101	40100	4890		003	\$83.88	\$83.88
HEALTH PARTNERS	HEALTH INSURANCE:JANUARY 2013	101	20410				\$50,425.85	\$51,496.25
		101	20411				\$1,070.40	
LEEANN CHIN.COM	EDA MEETING SUPPLIES	240	44400	2180		001	\$29.50	\$29.50
MENARDS CASHWAY LUMBER **FRIDL	TAPE MEASURES/RETRACTABLE KNIFE	101	43710	2400			\$63.89	\$63.89
MENARDS CASHWAY LUMBER **FRIDL	30 FOOT TOW STRAPS	101	43710	2400			\$49.12	
MINNESOTA CLE	EMPLOYMENT LAW INSTITUTE- CONFERENCE	101	40210	4500		001	\$630.00	\$630.00
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: DECEMBER 2012	701	46500	2120			\$636.41	\$636.41
MINNESOTA DEPARTMENT OF REVENUE	SALES TAX AUDIT 2012	101	40500	4890		014	\$4,597.53	\$28,444.19
		601	38890				\$23,846.66	
MINNESOTA RECREATION & PARK AS	MEMBERSHIP DUES FOR PARK & REC STAFF	101	43400	4330			\$1,860.00	\$1,860.00
NEW BRIGHTON PARKS & RECREATIO	SCHOLARSHIP FOR BLAGEO	225	43590	2175		005	\$107.00	\$107.00
NORTHSTAR CHAPTER APA	2013 ANNUAL MEMBERSHIP: KUSCHEL	101	40500	4330		002	\$50.00	\$50.00
PC MAGAZINE	PC MAGAZINE UTILITIES SUBSCRIPTION	101	40550	4330		004	\$19.97	\$19.97
RICOH USA INC.	MAINT:SPC821DN RICOH 3000 11/28-2/27/13	101	40550	3860		004	\$50.40	
SESAC	MUSIC LICENSE 2013	225	43590	3173		004	\$327.00	\$327.00
SIGNCAD SYSTEMS, INC.	SIGNCAD SOFTWARE ANNUAL MAINTENANCE	101	40550	3860		002	\$902.50	\$902.50
SPECIALTY TRUCK EQUIPMENT	STRAP REPAIR	701	46500	2220		001	\$38.70	\$38.70
SUBWAY	NEW YEARS EVE EVENT SUPPLIES	225	43580	2172		002	\$214.25	\$214.25
T-MOBILE	WATER TOWER CARD	601	45050	3190			\$63.12	\$63.12
TARGET COMMERCIAL INVOICE	LUNCHROOM SUPPLIES	101	40800	2180			\$22.90	\$22.90
TARGET.COM	EMPLOYEE EVENT SUPPLIES	101	40210	4890		003	\$51.01	\$51.01
TARGET.COM	DISTILLED WATER FOR POSTAGE MACHINE	101	40200	3220			\$1.88	\$1.88
TECHSMITH.COM	CAMTASIA STUDIO MAINT FOR 2013	101	40550	2180		006	\$74.75	\$74.75
WOOD FROM THE HOOD.COM	EQC SPEAKER SERIES GIFTS TO PRESENTERS	101	42050	2010		001	\$141.35	\$141.35

Total of all invoices: \$88,697.55

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ACE SOLID WASTE	REFUSE DISPOSAL/TRASH PICK UP	701	46500	3640		001	\$229.71	\$229.71
ADMINS, INCORPORATED	ADMINS 2013 SOFTWARE MAINTENANCE	101	40550	3860		001	\$15,960.00	\$15,960.00
ADMINS, INCORPORATED	ADMINS 2013 ODBC SOFTWARE MAINTENANCE	101	40550	3860	001	001	\$700.00	\$700.00
ALCA CORPORATION	PIN FOR LOADER PLOW	701	46500	2220		002	\$64.58	\$64.58
ALLEN, DEANNE	MINUTES - CC 1/7/13	101	40200	3190		001	\$200.00	\$200.00
ALLEN, DEANNE	MINUTES -PC 12/13/12	101	44100	3190			\$150.00	\$150.00
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL PARKS	101	43710	3970			\$63.67	\$63.67
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL PARKS	101	43710	3970			\$67.13	\$67.13
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL PARKS	101	43710	3970			\$60.33	\$60.33
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL PARKS	101	43710	3970			\$63.73	\$63.73
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL PARKS	101	43710	3970			\$60.33	\$60.33
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL CC	220	43800	3970			\$48.32	\$48.32
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL CC	220	43800	3970			\$48.32	\$48.32
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL CC	220	43800	3970			\$48.32	\$48.32
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL CC	220	43800	3970			\$48.32	\$48.32
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL CC	220	43800	3970			\$48.32	\$48.32
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL CC	220	43800	3970			\$48.32	\$48.32
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTALS - MAINTENANCE CENTER	101	42200	3970		001	\$42.15	\$168.73
		601	45050	3970		001	\$42.15	
		602	45550	3970		001	\$42.15	
		603	45850	3970			\$21.14	
		701	46500	3970			\$21.14	
AMERICAN FASTENER	SHOP SUPPLIES	701	46500	2180		001	\$8.52	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$2,513.59	\$2,513.59
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$2,336.07	\$2,336.07
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$1,917.12	\$1,917.12
ARSENault ASSOCIATES	FLEET MANAGEMENT SOFTWARE	701	46500	4330		002	\$1,908.00	\$1,908.00
ASSOCIATION OF MN EMERGENCY MA	DUES - WALTER JOHNSON	101	41500	4330			\$100.00	\$100.00
BARSNESS, KIRSTIN	CONSULTING	240	44400	3190			\$437.50	\$2,012.50
		101	22020				\$1,575.00	
BEISSWENGERS HARDWARE	TOOLS & NUTS & BOLTS	701	46500	2400		001	\$10.24	
		701	46500	2180		001	\$7.70	\$17.94
BRADLEY & DEIKE, PA	STONEHENGE	101	22020				\$1,530.00	\$1,530.00
BRADLEY & DEIKE, PA	SINCLAIR	101	22020				\$136.00	\$136.00
BRADLEY & DEIKE, PA	MIDLAND PLAZA	101	22020				\$561.00	\$561.00
BROCK WHITE CO LLC	STAPLES AND STRAW	601	45050	2280		002	\$66.51	
C & E HARDWARE	SUPPLIES	701	46500	2180		001	\$54.34	\$54.34
COMPLETE HEALTH, ENVIRONMENTAL	MTCE PLAN DECEMBER 2012	101	40210	3190		007	\$610.00	\$610.00
DEALER AUTOMOTIVE SERVICES, IN	HEATED WIPER BLADES FOR MV2 & 208	701	46500	2220		001	\$213.59	\$213.59
DULTMEIER SALES	POLY TANK FOR BRINE APPLICATIONS	101	43710	2400			\$99.62	\$99.62
EMBEDDED SYSTEMS, INC.	REPAIR SIREN #2	101	41500	3890			\$200.00	\$200.00
FACTORY MOTOR PARTS COMPANY	WINTER WIPER BLADES	701	46500	2180		001	\$100.70	\$100.70
FERGUSON WATERWORKS #2516	CURB BOX PARTS	601	45050	2280		004	\$1,592.15	\$1,592.15
FERGUSON WATERWORKS #2516	LOCATOR REPAIR	601	45050	2280		001	\$484.05	\$584.05
		601	45050	3190		001	\$100.00	
FIRST LAB, INC.	EMPLOYEE TESTING	101	40210	3190		001	\$91.90	\$91.90
FLEETPRIDE INC	TRACKLESS DRIVE MOTOR REBUILD	701	46500	2220		002	\$784.55	\$1,549.55
		701	46500	3190		002	\$765.00	
FLEXIBLE PIPE TOOL COMPANY	SEWER RODS	602	45550	2280		001	\$178.75	
FORCE AMERICA INC	FEED BACK SENSOR FOR UNIT 610	701	46500	2220		002	\$192.01	\$192.01
GOODPOINTE TECHNOLOGY INC	ICON SUPPORT AGREEMENT 2013	404	42200	3190			\$4,230.00	\$4,230.00
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190			\$25.06	\$100.25

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		602	45550	3190			\$25.06	
		603	45850	3190			\$25.07	
		604	42600	3190			\$25.06	
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190			\$25.00	\$100.00
		602	45550	3190			\$25.00	
		603	45850	3190			\$25.00	
		604	42600	3190			\$25.00	
H & L MESABI, INC.	CARBIDE SNOW PLOW BLADES	701	46500	2220		002	\$1,508.00	\$3,016.00
		701	46500	2180		001	\$1,508.00	
HACH COMPANY	SAMPLE SUPPLIES	601	45050	2280		005	\$141.20	
HAMLIN UNIVERSITY	METRO WATERSHED CLEAN WATER CAMPAIGN	603	45850	4890			\$850.00	
HIGH POINT NETWORKS, LLC	NETWORK SUPPORT	101	40550	3190		001	\$160.70	\$160.70
HILLYARD, INC - MINNEAPOLIS	SCRUBBER MAINT.	220	43800	3890			\$1,081.48	\$1,081.48
HILLYARD, INC - MINNEAPOLIS	P.M. SERVICE FLOOR SCRUBBER	701	46500	3196		001	\$40.50	\$40.50
HUGO EQUIPMENT COMPANY	2 CYCLE OIL	701	46500	2130		001	\$102.59	\$102.59
INDUSTRIAL DOOR COMPANY, INC	EYE SENSORS FOR GARAGE DOOR/LESS CREDIT	701	46500	3196		001	\$780.59	\$780.59
INSTRUMENTAL RESEARCH INC	SAMPLES	601	45050	3190		003	\$225.00	\$225.00
INTERNATIONAL CITY/CO MGMT ASS	SCHWERM DUES 2013	101	40200	4330		002	\$1,091.58	\$1,091.58
IPMA-HR	IPMA MEMBERSHIP DUES	101	40210	4330			\$149.00	\$149.00
LAKE JOHANNA FIRE DEPT	FIRST HALF PAYMENT FOR SERVICES	101	41200	3190			\$473,082.99	\$473,082.99
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICE	101	40200	3360		001	\$175.52	\$175.52
LTECH	GOOGLE APPS RENEWAL FOR 2013	101	40550	3860		003	\$6,097.00	\$6,097.00
LUBRICATION TECHNOLOGIES, INC	MOTOR OIL/LESS CREDIT	701	46500	2130		001	\$100.00	
LUBRICATION TECHNOLOGIES, INC	GREASE AND ATF FLUID	701	46500	2130		001	\$566.57	\$566.57
LUBRICATION TECHNOLOGIES, INC	GREASE	701	46500	2130		001	\$442.64	\$442.64
M/A ASSOCIATES	HAND CLEANER	701	46500	2183		002	\$99.93	\$99.93
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICES	220	43800	3190		007	\$1,278.23	\$1,278.23
MCMASTER CARR SUPPLY CO	REPAIR SUPPLIES CC	220	43800	2240		003	\$1,545.14	\$1,545.14
MENARDS CASHWAY LUMBER **FRIDL	2 TRIGGER TORCH KITS	101	43710	2400			\$53.37	\$53.37
METRO CITIES	2013 DUES	101	40100	4330		002	\$8,100.00	\$8,100.00
METRO PRODUCTS, INC	TOOLS	701	46500	2400		001	\$113.31	\$113.31
METROPOLITAN COUNCIL ENVIRONME	SEWER SERVICE-FEBRUARY 2013	602	45550	3670			\$144,679.50	\$144,679.50
MINNESOTA DEPT OF PUBLIC SAFET	HAZARDOUS CHEMICAL INVENTORY FEE/BOOSTER	601	45050	2160		001	\$100.00	\$100.00
MINNESOTA DEPT OF PUBLIC SAFET	HAZARDOUS CHEMICAL INVENTORY FEE WELL 6	601	45050	2160		002	\$100.00	\$100.00
MINNESOTA STREET SUPT. ASSOC.	MSSA MEMBERSHIP RENEWAL (CURLEY/DUNN)	101	42200	4330		001	\$100.00	\$100.00
MOORE MEDICAL, LLC	MID YEAR STOCKING EXPIRED ITEMS	101	40210	2180		003	\$65.40	\$65.40
MUNICIPAL LEGISLATIVE COMMISSI	2013 ANNUAL DUES	101	40100	4330		004	\$6,279.50	\$6,279.50
NAPA AUTO PARTS	SHOP SUPPLIES	701	46500	2180		001	\$11.55	\$11.55
NEENAH FOUNDRY COMPANY	MANHOLE COVERS	602	45550	2280		003	\$3,973.61	\$3,973.61
OFFICE DEPOT	DEPOSIT BAGS	220	43800	2010		001	\$64.11	\$256.44
		101	43400	2010			\$64.11	
		101	40500	2010		008	\$64.11	
		601	45050	2010		001	\$64.11	
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$142.27	
OFFICE DEPOT	SWIM LESSON PAPER	225	43520	2170		002	\$161.40	\$161.40
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$1,385.99	\$1,593.16
		225	43590	2174		002	\$14.44	
		101	43400	2010			\$3.84	
		101	40500	2010		008	\$9.54	
		101	40800	2180			\$81.62	
		220	43800	2010		001	\$97.73	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ON SITE SANITATION INC	BUCHER PARK UNIT	101	43710	3950			\$30.35	\$30.35
ON SITE SANITATION INC	MCCULLOUGH PARK UNIT	101	43710	3950			\$30.35	\$30.35
ON SITE SANITATION INC	SHAMROCK PARK UNIT	101	43710	3950			\$30.35	\$30.35
ON SITE SANITATION INC	SITZER PARK UNIT	101	43710	3950			\$30.35	\$30.35
ON SITE SANITATION INC	THEISEN PARK UNIT	101	43710	3950			\$30.35	\$30.35
ON SITE SANITATION INC	WILSON PARK UNIT	101	43710	3950			\$30.35	\$30.35
ON SITE SANITATION INC	BUCHER PARK UNIT	101	43710	3950			\$56.65	
ON SITE SANITATION INC	MCCULLOUGH PARK UNIT	101	43710	3950			\$56.65	\$56.65
ON SITE SANITATION INC	SHAMROCK PARK UNIT	101	43710	3950			\$56.65	\$56.65
ON SITE SANITATION INC	SITZER PARK UNIT	101	43710	3950			\$56.65	\$56.65
ON SITE SANITATION INC	THEISEN PARK UNIT	101	43710	3950			\$56.65	\$56.65
ON SITE SANITATION INC	WILSON PARK UNIT	101	43710	3950			\$56.65	\$56.65
OPTUMHEALTH FINANCIAL SERVICES	DEC COBRA NOTICCE	101	40210	3190		003	\$45.00	\$45.00
ORKIN EXTERMINATING CO INC.	PEST CONTROL SERVICES	220	43800	3190			\$162.15	\$162.15
ORKIN EXTERMINATING CO., INC.	PEST CONTROL LARSON HOUSE	101	40800	3190			\$76.73	\$76.73
PARTS ASSOCIATES, INC.	SHOP SUPPLIES	701	46500	2180		001	\$207.42	\$207.42
PERMITWORKS	PERMITS ANNUAL MAINTENANCE	101	40550	3860		014	\$5,889.89	\$5,889.89
PLASTIC RESOURCE	GIFT CARD HOLDERS FOR COMMUNITY CENTER	220	43800	3390		001	\$391.01	\$391.01
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001	\$591.26	\$591.26
PLUNKETT'S PEST CONTROL, INC	PEST CONTROL FOR MAINTENANCE CENTER	701	46500	3196		001	\$1,031.32	\$1,031.32
QUALITY FLOW SYSTEMS INC	SAFETY GRATE SO CARLSON	602	45550	2282		001	\$2,495.53	\$2,495.53
RAMSEY COUNTY	FLEET SUPPORT FEE-DECEMBER 2012	101	41500	3890			\$24.96	\$24.96
RAMSEY COUNTY	2012 VOTING SYSTEM CHARGES	101	40300	3890			\$2,982.95	\$2,982.95
RAMSEY COUNTY	LAW ENFORCEMENT SERVICES-JANUARY 2013	101	41100	3190		001	\$156,961.51	\$156,961.51
REINDERS, INC.	ICEMELT FOR SIDEWALKS	101	43710	2260			\$607.58	\$607.58
RICK JOHNSON DEER AND BEAVER I	DEER DISPOSAL	101	42200	2180		001	\$115.00	\$115.00
SCHARBER & SONS	PARTS FOR JD4210	701	46500	2220		002	\$25.36	\$25.36
SCHARBER & SONS	PARTS FOR JD4210	701	46500	2220		002	\$26.07	\$26.07
SHORT ELLIOTT HENDRICKSON, INC	ANNUAL BRIDGE INSPECTION - CONSULTING	101	42200	3190			\$519.17	\$519.17
SOLBREKK	VEEAM 2013 SOFTWARE MAINTENANCE	101	40550	3860		011	\$1,494.11	\$1,494.11
TARGET COMMERCIAL INVOICE	RADIO FOR SERVICE DESK; POOL BALLS	220	43800	2200		002	\$7.98	\$28.47
		220	43800	2180		002	\$20.49	
TKE CORP	ELEVATOR MAINTENANCE	220	43800	3190		004	\$1,031.78	\$1,031.78
TOUSLEY FORD, INC	REPAIR UNIT 310 LABOR AND PARTS	701	46500	2220		001	\$269.96	\$359.96
		701	46500	3190		001	\$90.00	
TRANSPORTATION SUPPLIES INC	TOOLS	701	46500	2400		001	\$321.31	\$321.31
TWIN SOURCE SUPPLY	BATH TISSUE & PAPER TOWELS	701	46500	2183		004	\$596.48	\$596.48
VILLELLA, NICK	REIMBURSEMENT: CLASS B LICENSE RENEWAL	101	43710	4890			\$10.90	\$10.90
VISU-SEWER CLEAN & SEAL INC	COTTAGE PLACE 13-01B	574	47000	5950			\$881.25	\$881.25
W.D.LARSON COMPANIES LTD, INC.	FILTERS	701	46500	2180		001	\$6.64	
W.D.LARSON COMPANIES LTD, INC.	FILTERS FOR STOCK	701	46500	2180		001	\$13.24	\$13.24
W.D.LARSON COMPANIES LTD, INC.	FILTERS	701	46500	2180		001	\$13.24	\$13.24
W.D.LARSON COMPANIES LTD, INC.	FILTERS	701	46500	2180		001	\$42.18	\$42.18
W.D.LARSON COMPANIES LTD, INC.	FILTERS	701	46500	2180		001	\$9.36	\$9.36
W.D.LARSON COMPANIES LTD, INC.	FILTERS FOR 611 & 304	701	46500	2220		001	\$51.51	\$51.51
W.D.LARSON COMPANIES LTD, INC.	FILTER FOR STOCK	701	46500	2180		001	\$8.31	\$8.31
WAUSAU TILE INC	TRASH AND TABLES FOR RICE CREEK & SITZER	459	43710	5300			\$8,466.07	\$8,466.07
WSB & ASSOCIATES, INC.	WELLHEAD PLAN PART 2 - CONSULTING FEES	601	45050	4890			\$416.00	\$416.00
YOCUM OIL COMPANY INC.	ON ROAD FUEL	701	46500	2120		002	\$1,964.58	
YOCUM OIL COMPANY INC.	OFF ROAD DIESEL FUEL (475 WRONG TANK)	701	46500	2120		003	\$1,554.30	\$1,554.30
YOCUM OIL COMPANY INC.	UNLEADED GAS	701	46500	2120		001	\$4,478.38	\$4,478.38

[illegible]

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ANDERSON, GAYLE	REFUND CLOSING OVRPYMT-1286 SILVERTHORN	601	36190			003	\$96.87	\$96.87
ANDERSON, STACY	REFUND CLOSING OVRPYMT-940 SHERWOOD RD	601	36190			003	\$152.35	\$152.35
AVON BUSINESS FORMS & PROMOTION	A/P CHECK STOCK	101	40500	2010		003	\$696.56	\$696.56
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$23.45	\$23.45
BYRNES, CINDY	A PERFECT WEDDING	220	22040				\$43.00	\$43.00
COORDINATED BUSINESS SYSTEMS	DEC MITA LASER MAINT	101	40550	3860		004	\$152.19	\$152.19
DYNAMEX DELIVERS NOW/ROADRUNNE	DELIVERY TO EAGAN POST OFFICE-12/28/2012	601	45050	3220		001	\$20.45	\$40.90
		602	45550	3220		001	\$20.45	
EDAM	EDAM LUNCH FOR AWARD ACCEPTANCE	240	44400	2180			\$280.00	\$280.00
ERICSON, PHYLLIS	A PERFECT WEDDING	220	22040				\$43.00	\$43.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 01-18-13	101	20431				\$988.92	\$1,377.33
		101	20432				\$388.41	
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001	\$217.46	\$217.46
HAN, YANXUI	REFUND CLOSING OVRPYMT-1497 PINWOOD DR	601	36190			003	\$231.62	
HANGEN, AMBER	REFUND CLOSING OVRPYMT-1774 TERRACE DR	601	36190			003	\$135.20	\$135.20
HEMMING, JOHN AND ERIN	REFUND CLOSING OVRPYMT-5016 TURTLE LN E	601	36190			003	\$5.78	\$5.78
KIEFFER, HELEN	REFUND CLOSING OVRPYMT-641 EMIL AVENUE	601	36190			003	\$10.55	\$10.55
KUBOW, MARY	CARDIO GROOVE	220	22040				\$49.00	\$49.00
LIFE FITNESS	MOTOR CONTROLLER UNIT	220	43800	2240		002	\$696.92	\$696.92
LONGNECKER, MIKE	REFUND CLOSING OVRPYMT-1000 ROBINHOOD	601	36190			003	\$79.60	\$79.60
MALONEY, MARK	MILEAGE REIMBURSEMENT:OCTOBER - DECEMBER	101	42050	3270			\$196.15	\$196.15
MINNESOTA UC FUND	UNEMPLOYMENT COMPENSATION: 4TH QTR 2012	225	43530	1420			\$69.53	\$69.53
MORGAN, JOLENE	DEFENSIVE DRIVING 4	220	22040				\$16.00	\$16.00
NADEAU, PATRICIA	AQUA SPLASH WATER EX	220	22040				\$98.09	\$98.09
PAPESH, THOMAS J	REFUND DUPLICATE PYMT-1022 EDGEWATER AVE	601	36190			003	\$130.19	\$130.19
PARK, HYON CHOL	REFUND OVRPYMT ON ACCT	601	36190			003	\$234.42	
PHELAN, KIM	REFUND CLOSING OVRPYMT-5644 ROYAL OAKS	601	36190			003	\$64.65	\$64.65
RUSSELL, STACY	PASS REFUND	220	22040				\$702.18	\$702.18
SCHWERM, TERRY	REIMBURSEMENT: WALK TO KEY WEST LUNCHEON	101	40200	4890			\$158.71	\$158.71
THOMPSON, TRACY	REFUND CLOSING OVRPYMT-4880 ROBINHOOD CR	601	36190			003	\$281.91	\$281.91
VAHEED NEJAD	DODGEBALL REF JANUARY 9 & 16	225	43510	3190		005	\$104.00	\$104.00
VANDERSPEK, JOSMARIE	REFUND CLOSING OVRPYMT-1048 WESTCLIFF	601	36190			003	\$101.81	\$101.81

Total of all invoices: \$6,489.42

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Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	32,217	2012 OK
Vendor number	01901 1	2013
Vendor name	ALLIED WASTE SERVICES #899	
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154	

Date	Comment line on check	Invoice number	Amount
12-25-12	DEC ALLIED WASTE SERVICES	0899-002194244	\$28,189.79

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

☐ Purchase was made through the state's cooperative purchasing venture.

☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
210 42750 3190	\$28,189.79

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: (signature required) <u>Charlie Grill</u>	
Approved by: (signature required) <u>Tom Simonson, Acting City Mgr</u>	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	32,369
Vendor number	01276 1 2013
Vendor name	HEALTH PARTNERS
Address	NW 3600 PO BOX 1450 MPLS MN 55485-3600

Date	Comment line on check	Invoice number	Amount
01-02-13	HEALTH INSURANCE: JANUARY 2013	42308271/42316136	\$51,496.25

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

☐ Purchase was made through the state's cooperative purchasing venture.

☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to:

Account Coding

Amount

101 20410	\$50,425.85
101 20411	\$1,070.40

Is sales tax included on invoice?

Not Taxable

If no, amount subject to sales use tax

\$

Reviewed by:

(signature required) Jodee Kuschel

Approved by:

(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.

If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	32,271
Vendor number	00374 1 2013
Vendor name	LAKE JOHANNA FIRE DEPT
Address	5545 LEXINGTON AVENUE N SHOREVIEW MN 55126

Date	Comment line on check	Invoice number	Amount
01-09-13	FIRST HALF PAYMENT FOR SERVICES	418	\$473,082.99

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

[] Purchase was made through the state's cooperative purchasing venture.

[] Purchase was made through another source. The state's cooperative purchasing venture was considered.

[X] Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 41200 3190	\$473,082.99

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u>Terri Hoffard</u> (signature required) Terri Hoffard	
Approved by: <u>Terry Schwerm</u> (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	32,211
Vendor number	00416 1 2013
Vendor name	METROPOLITAN COUNCIL ENVIRONMENTAL
Address	SERVICES SDS 12-1064 P.O. BOX 86 MINNEAPOLIS MN 55486-1064

Date	Comment line on check	Invoice number	Amount
01-03-13	SEWER SERVICE-FEBRUARY 2013	1006746	\$144,679.50

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

[] Purchase was made through the state's cooperative purchasing venture.

[] Purchase was made through another source. The state's cooperative purchasing venture was considered.

[X] Cooperative purchasing venture consideration requirement does not apply.

Account Coding

Amount

602 45550 3670	\$144,679.50

Is sales tax included on invoice?

Not Taxable

If no, amount subject to sales use tax

\$ —

Reviewed by: Debbie Engblom 1-4-13
(signature required) Debbie Engblom

Approved by: Terry Schwerm
(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	32,404
Vendor number	01337 2 2013
Vendor name	RAMSEY COUNTY
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097

Date	Comment line on check	Invoice number	Amount
01-14-13	LAW ENFORCEMENT SERVICES-JANUARY 2013	SHRFL-001189	\$156,961.51

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

[] Purchase was made through the state's cooperative purchasing venture.

[] Purchase was made through another source. The state's cooperative purchasing venture was considered.

[X] Cooperative purchasing venture consideration requirement does not apply.

Account Coding

Amount

101 41100 3190 001	\$156,961.51

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$

Reviewed by: Terri Hoffard
(signature required) Terri Hoffard

Approved by: Terry Schwerm
(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

LICENSE APPLICATIONS

Moved by Councilmember

Seconded by Councilmember

To approve the License Applications as listed on the attached report dated January 22, 2013.

ROLL CALL:	AYES	NAYS
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Johnson	<hr/>	<hr/>
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Quigley	<hr/>	<hr/>
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Wickstrom	<hr/>	<hr/>
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Withhart	<hr/>	<hr/>
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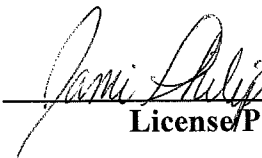
Martin	<hr/>	<hr/>
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January 22, 2013
Regular Council Meeting

CITY OF SHOREVIEW - LICENSE APPLICATIONS
January 22, 2013

<u>LICENSE #</u>	<u>BUSINESS NAME</u>	<u>TYPE</u>
13-0008	Branch and Bough	Tree Trimmer
13-0009	Mark Primeau Tree Service	Tree Trimmer
13-0010	Precision Landscape	Tree Trimmer
13-0011	Morgan's Tree	Tree Trimmer

The above licenses are recommended for approval:



License/Permit Clerk

Proposed Motion

MOVED COUNCIL MEMBER _____

SECONDED BY COUNCIL MEMBER _____

To reappoint Councilmember Emy Johnson to the Economic Development Authority for a new six-year term to December 31, 2018, but consistent with her term on the City Council of December 31, 2016.

VOTE: AYES: _____ NAYS: _____

Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

City Council Meeting
January 22, 2013

Memorandum

To: Mayor and City Council Members
From: Tom Simonson, Assistant City Manager and Community Development Director
Date: January 17, 2013
Re: Reappointment of Emy Johnson as Council Representative to EDA Board

Introduction

Due to the departure of Blake Huffman from the City Council and Economic Development Authority (EDA), a vacancy on the EDA board has been created. It is being recommended by the EDA that newly elected Councilmember Emy Johnson, a current member of the EDA, be reassigned from an at-large position to now serve as a Council representative to the board. This action will allow the City to seek applicants to fill the open seat as an at-large member of the EDA board.

Discussion

The EDA By-Laws were amended a year ago to create two at-large positions, allowing for residents and local business representatives to serve, as well as members from other City advisory committees and commissions. The adopted By-Laws require that the 5-member EDA have 3 councilmembers on the board (State law requires at least two council members serve on a 5-member authority).

The EDA board unanimously has recommended to the full City Council that Emy Johnson continue to serve, but now in the capacity of one of the 3 councilmember positions on the board. Pursuant to State law, EDA board terms are for six years – coinciding with terms on the City Council.

The terms of both Emy Johnson and Blake Huffman officially ended on December 31, 2012. Therefore, the reappointment of Councilmember Johnson will be for a six-year term coinciding with her council term of December 31, 2016. The open at-large seat on the EDA board will also be for a new six-year term.

The City is currently seeking applications for selection of a qualified candidate to fill the at-large position on the Board. A press release has been distributed to the local newspapers, and the public notice is also highlighted on the City's website and cable access channel.

Recommendation

It is recommended that the City Council officially reappoint Councilmember Emy Johnson to the Economic Development Authority for a new six-year term to December 31, 2018, but consistent with her term on the City Council of December 31, 2016.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the Resolution 13-07 accepting donations to the Shoreview Community Center from The Larks in the amount of \$25.

ROLL CALL: AYES _____ NAYS _____

JOHNSON _____ _____

QUIGLEY _____ _____

WICKSTROM _____ _____

WITHHART _____ _____

MARTIN _____ _____

Regular Council Meeting
January 22, 2013

TO: MAYOR AND CITY COUNCIL

FROM: TESSIA MELVIN
ASSISTANT TO CITY MANAGER/COMMUNICATIONS

DATE: TUESDAY, JANUARY 22

SUBJECT: ACCEPTANCE OF DONATIONS FOR THE CAROL DE YOUNG
MEMORIAL FUND

INTRODUCTION

Shoreview Community Center provides a focal point for Shoreview residents and community groups to experience social, cultural and recreational opportunities which will enhance mental and physical wellness and promote community growth. Their programs provide opportunities to learn life skills, stay fit and active and connect with the community.

BACKGROUND

Carol De Young was a frequent Community Center user and a member of The Larks, a group of women who love to sing and bring programs to Senior Residences twice a year. Carol recently passed away and, in her memory The Larks donated \$25 to the Shoreview Community Center.

RECOMMENDATION

Pursuant to City policy, the Council must officially accept any gifts of financial value. It is recommended that the Council adopt Resolution 13-07 accepting donations for the Shoreview Community Center in the amount of \$25.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD JANUARY 22, 2013**

* * * * * * * * * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on January 22, at 7:00 p.m.

The following members were present:

And the following members were absent:

introduced the following resolution and moved its adoption.

RESOLUTION NO. 13-07

A RESOLUTION ACCEPTING OF DONATIONS FOR THE SHOREVIEW COMMUNITY CENTER

WHEREAS, the City of Shoreview has received the following donations (see attached list) from the Larks

WHEREAS, the City Council is appreciative of the donations.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Shoreview, acknowledges and accepts the donations on the attached list, with gratitude and that the donations will be appropriated to the Shoreview Community Center.

The motion of the foregoing resolution was duly seconded by Member and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted the 22nd day of January, 2013.

STATE OF MINNESOTA)

COUNTY OF RAMSEY)

CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 22nd day of January, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the acceptance of gifts for the Shoreview Community Center.

WITNESS MY HAND officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 23rd day of January, 2013.

Terry C. Schwerm, City Manager

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve the application from the Shoreview Einhausen Sister City Association to conduct a raffle at the Taste of Slice festival on February 21, 2013.

ROLL CALL: AYES **NAYS**

Johnson

Quigley

Wickstrom

Withhart

Martin

Regular City Council Meeting
January 22, 2013

TO: MAYOR AND COUNCILMEMBERS

FROM: TERRI HOFFARD
DEPUTY CLERK

DATE: JANUARY 15, 2013

SUBJECT: APPLICATION FOR EXEMPT PERMIT

Attached is a copy of the application from Shoreview Einhausen Sister City Association to conduct a raffle at the Taste of Slice event being held on February 21, 2013. The Taste of Slice includes sampling of foods from Shoreview area restaurants, wine tasting, a preview of this year's Slice of Shoreview Days, raffles, a silent auction, and more. Proceeds from the Taste of Slice help cover some of the many costs involved in putting the Slice of Shoreview Days together each year.

It is recommended that the City Council approve this request from the Shoreview Einhausen Sister City Association to conduct a raffle at the Taste of Slice event on February 21, 2013.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)

If application posted or received:

less than 30 days
before the event**\$100**more than 30 days
before the event**\$50****ORGANIZATION INFORMATION**

Organization name

Previous gambling permit number

Shoreview Einhausen Sister City Association

Minnesota tax ID number, if any

Federal employer ID number (FEIN), if any

41-2020313

Type of nonprofit organization. Check one.☐ Fraternal☐ Religious☐ Veterans

Other nonprofit organization

Mailing address

City

State

Zip code

County

4600 Victoria St N

Shoreview

MN

55126

Ramsey

Name of chief executive officer [CEO]

Daytime phone number

E-mail address

William Kiehnbaum

651-357-4428

wkiehnbaum@gmail.com

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.

Don't have a copy? This certificate must be obtained each year from:

Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103

Phone: 651-296-2803

☒ **IRS income tax exemption [501(c)] letter in your organization's name.**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**If your organization falls under a parent organization, attach copies of **both** of the following:

- IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.

Shoreview Community Center

Address [do not use PO box]

City or township

Zip code

County

4580 Victoria St N

Shoreview

55126

Ramsey

Date[s] of activity. For raffles, indicate the date of the drawing.

February 21, 2013

Check each type of gambling activity that your organization will conduct.

☐ Bingo*☒ Raffle☐ Paddlewheels*☐ Pull-tabs*☐ Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

- ___ The application is acknowledged with no waiting period.
- ___ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- ___ The application is denied.

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ___ The application is acknowledged with no waiting period.
- ___ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- ___ The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature _____ Date 1/4/2013

Print name WILLIAM S. KISHENBAUM, PRES.

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

- ___ a copy of your proof of nonprofit status, and
- ___ application fee (non refundable). Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

PROPOSED MOTION

MOVED BY _____

SECONDED BY _____

To extend the contract from Upper Cut Tree Services for tree removal work for 2013.

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
JANUARY 22, 2013

TO: Mayor, City Council, City Manager

FROM: Jessica Schaum, Environmental Officer

DATE: January 22nd, 2013

SUBJ: Extending City contract for tree and stump removals

INTRODUCTION

The City solicited quotes for tree removals in early 2012. After awarding the contract and utilizing the contractor for one year, staff is recommending that the City Council extend the contract for tree services in 2013.

BACKGROUND

To control and prevent the spread of tree diseases such as Dutch elm disease and oak wilt, the City has maintained a diseased tree removal program through the Public Works Department. With the arrival of Emerald Ash Borer in Shoreview, the diseased tree program has expanded to include mitigation of EAB similar to other diseases and pests. The removal program includes utilizing a combination of private tree service contractors and in-house resources for removing trees on public property. The contractor may also be utilized to remove diseased trees on private properties, offering residents a reduced price for tree removal work. The City has budgeted approximately \$50,000 for forestry program contractual services in 2013.

The Public Works Department solicited quotes from tree service companies for tree or stump removal and wood disposal in early 2012, and awarded Upper Cut Tree Services the contract. Upper Cut Tree Services received 37 separate work orders from both City trees and private trees, which totaled to approximately 60 trees in 2012. The majority of work orders were residents utilizing the negotiated rate to have diseased trees removed from their private properties, as shown in the table below:

2012 Work Order Breakdown

	Oak Wilt	Dutch Elm Disease	Emerald Ash Borer	Other (Dead/Right of Way/Sightline issues/Storms)	Totals
City Trees	0	10	0	6	16
Private Trees	16	25	1	2	44
TOTAL	16	35	1	8	60

The Contractor removed 16 trees which were too large for City crews to complete or were near overhead wires. The Contractor also removed an additional 16 boulevard stumps which were left over from previous years, not shown in the table above.

Staff sent surveys to those who utilized the Contractor to gauge satisfaction in December of 2012. Many surveys reported the services and price as a "10" or "extremely satisfied" and all indicated they would recommend the Contractor to their friends, family, and neighbors.

Staff believes the Contractor completed all work required for the removal of trees and stumps in an efficient and workmanlike manner all in strict accordance with the contract documents for removal of trees and would like to extend the contract for 2013. The prices for front yard trees will remain the same, and larger inaccessible (back yard) trees will be individually bid.

RECOMMENDATION

It is recommended that the City extend the 2012 contract with Upper Cut Tree Services for tree removals in 2013.

PUBLIC HEARING AGENDA

Purpose: COUNTY ROAD D
ROAD RECONSTRUCTION
CITY PROJECT 13-01A

Published Time: 7:00 P.M.

Published Date: JANUARY 9 & 16, 2013

Affidavit of Publication: JANUARY 9, 2013

Review of Affidavit of Publication
by City Attorney: _____

Open Public Hearing - Time: _____

Hearing Discussion

MOVED TO CLOSE PUBLIC HEARING

BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
JANUARY 22, 2013

PUBLIC HEARING AGENDA

Purpose: COTTAGE PLACE
ROAD RECONSTRUCTION
CITY PROJECT 13-01B

Published Time: 7:00 P.M.

Published Date: JANUARY 9 & 16, 2013

Affidavit of Publication: JANUARY 9, 2013

Review of Affidavit of Publication
by City Attorney: _____

Open Public Hearing - Time: _____

Hearing Discussion

MOVED TO CLOSE PUBLIC HEARING

BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
JANUARY 22, 2013

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 13-08 directing the preparation of plans and specifications and ordering the improvements for the County Road D and Cottage Place Road Reconstruction, City Projects 13-01A and 13-01B.

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
JANUARY 22, 2013

TO: MAYOR, CITY COUNCIL AND CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: JANUARY 15, 2013

SUBJ: COUNTY ROAD D & COTTAGE PLACE ROAD RECONSTRUCTION,
CITY PROJECTS 13-01A & 13-01B
PUBLIC HEARING & AUTHORIZATION TO PREPARE PLANS &
SPECIFICATIONS

INTRODUCTION

At its December 17, 2012 meeting, the City Council received the feasibility report and called for public hearings for the proposed improvements for the County Road D and Cottage Place Road Reconstruction, City Projects 13-01A & 13-01B. The projects include County Road D from Lexington Avenue to Victoria Street and Cottage Place from Victoria Street west to the dead end, as shown on the attached map.

The feasibility report outlined the existing conditions, proposed improvements, estimated project costs, and estimated assessment for the proposed reconstruction. After the public hearings, action by the City Council is required to authorize the City Engineer to prepare plans and specifications and order the proposed projects to proceed.

DISCUSSION

County Road D is a Municipal State Aid (MSA) collector street connecting two County State Aid Highways (Lexington Avenue and Victoria Street). The road lies on the municipal boundary between the City's of Shoreview and Roseville and jurisdiction of the road is shared by the two municipalities. The reconstruction of County Road D will be a cooperative project between the two Cities and the costs associated with design and construction will be split between Roseville and Shoreview.

Cottage Place is a local residential street located in Shoreview with no curb, which is typical of the type of streets the City has been reconstructing over the last several years. Cottage Place was included in this project because it is in close proximity to County Road D and there is an economy of scale including it with a larger project.

City staff hosted informational meetings for the residents located within the County Road D project area on August 7, 2012 and October 4, 2012. Staff also hosted information meetings for the residents located within the Cottage Place project area on October 9, 2012 and December 20, 2012. Comments from the residents were positive and supportive of the proposed improvements. Residents commented on the poor condition of the road surfaces, supported the proposed road

widths, the addition of a barrier style concrete curb, and replacing and adding additional streetlights.

City staff also met with representatives from the Emmitt Williams School, which is located on County Road D, on November 30, 2012 to discuss the proposed project. The representatives supported the proposed project and provided comments concerning the construction schedule, crosswalks, and dynamic speed display signs.

BACKGROUND

On May 21, 2012, the City Council initiated the County Road D and Cottage Place Road Reconstruction Projects by directing the City Engineer to prepare a feasibility report describing the existing conditions and the proposed improvements. Design concepts for the reconstruction have been discussed and the proposed project has been presented to the affected properties.

The previously received feasibility report provided details of the existing condition of the project infrastructure. In summary:

- The bituminous streets have major distresses including cracking, heaving, settlement, and patches and require reconstruction.
- The project area is served by the City's municipal water and sanitary sewer system. The existing water main consists of cast iron pipe, which is relatively brittle material and prone to breaks.
- Minor storm water collection systems that do not provide treatment are located within the project areas. Surface water runoff from County Road D is directed to low points at Chatsworth and Churchill streets and directed through pipes to a wetland located in Lake Josephine Park. Surface water runoff from the east half of Cottage Place is directed into the ditch located on Victoria Street. Runoff from the west half is directed to a low area located west of the dead end.
- Street lights are owned by Xcel and consist of wooden poles with cobra-head light fixtures.

The previously received feasibility report proposed the following improvements for the reconstruction projects:

- Reconstruction of County Road D to a 33-foot wide paved street measured from face to face of curb (no parking on one side) with the bituminous pavement meeting a 10-ton design.
- Reconstruction of Cottage Place to a 30-foot wide paved street measured from face to face of curb (no parking restrictions), the addition of a cul-de-sac at the west end, and the bituminous pavement meeting a 7-ton design.
- Installation of a barrier style concrete curb and gutter.

- Replacing the concrete sidewalk on County Road D.
- Replacing the existing water main and services.
- Replacement and/or repair of the existing sanitary sewer system.
- Installation of a storm water collection and treatment system consisting of a series of catch basins, catch basin manholes, with underground piping, storage and treatment structure. The storm water management shall be designed to meet the requirements of the Rice Creek Watershed District (County D) and the Ramsey-Washington Metro Watershed District (Cottage Place).
- Replacement of existing street lights on County Road D and the installation of street lights on Cottage Place.

ASSESSMENTS

Assessments proposed for these proposed improvements will be administered in accordance with Minnesota Statutes, Chapter 429, the City of Shoreview Street Renewal Program Unit Assessment Policy dated March 7, 1986, and Storm Sewer Assessment Policy dated March 17, 1980.

Estimated assessments for the proposed improvements are as follows:

Total estimated street assessment	\$ 1,800/unit
Total estimated storm sewer assessment	<u>\$ 1,120/unit(max)</u>
Total Possible Estimated Typical Assessment	\$ 2,920/unit

COSTS

Detailed cost estimates for the proposed improvements were presented in the feasibility report. These costs estimates are based on construction prices experienced for similar improvements and include 30% for contingency, engineering, legal, and administrative costs. is included in Appendix C of this report.

Because the costs associated with the reconstruction of County Road D will be split between the City's of Roseville and Shoreview and Shoreview will be responsible for all costs associated with the reconstruction of Cottage, the estimated costs for County Road D and Cottage are presented separately.

County Road D – CP #13-01A (Shoreview's Portion)

Street	\$ 522,700
Water Main	\$ 244,600
Sanitary Sewer	\$ 19,500
Storm Sewer	\$ 206,800
Street Lights	<u>\$ 85,500</u>
Total Estimated Project Cost	\$ 1,079,160

Cottage Place – CP #13-01B

Street	\$ 257,000
Water Main	\$ 155,600
Sanitary Sewer	\$ 28,800
Storm Sewer	\$ 185,500
Street Lights	<u>\$ 21,500</u>
Total Estimated Project Cost	\$ 648,400
Total Combined Project Cost	\$ 1,727,560

FINANCING

Funding sources for the proposed improvements are as follows:

County Road D – CP #13-01A (Shoreview's Portion)

Street	
Municipal State Aid	\$ 483,110
Assessments	\$ 39,590
Water	
Water Fund	\$ 244,600
Sanitary Sewer	
Sewer Fund	\$ 19,500

Storm Sewer	
Municipal State Aid	\$ 198,200
Assessments	\$ 8,600
Street Lights	
Municipal State Aid	\$ 85,500

Cottage Place – CP #13-01B

Street	
Street Renewal	\$ 236,650
Assessments	\$ 20,350
Water	
Water Fund	\$ 155,600
Sanitary Sewer	
Sewer Fund	\$ 28,800
Storm Sewer	
Surface Water Fund	\$ 185,500
Street Lights	
Street Light Fund	\$ 21,500

PROPOSED PROJECT SCHEDULE

If the project is ordered to proceed, the proposed schedule is as follows:

Council Approve Plans and Specifications	February 19, 2013
Bid Opening	March 14, 2013
Council Award Contract	March 18, 2013
Construction Start	May 2013
Construction Complete	August 2013
Assessment Hearing	August 2014

RECOMMENDATION

It is recommended that the City Council hold the public hearings and adopts Resolution No. 13-08, directing the City Engineer to prepare plans and specifications and order the proposed improvements for the County Road D and Cottage Place Road Reconstruction, City Projects 13-01A and 13-01B.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD JANUARY 22, 2013**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on January 22, 2013, at 7:00 p.m. The following members were present:

;

and the following members were absent :

Council member introduced the following resolution and moved its adoption.

**RESOLUTION NO. 13-08
AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS
FOR THE
COUNTY ROAD D AND COTTAGE PLACE
ROAD RECONSTRUCTION
CITY PROJECTS 13-01A & 13-01B**

WHEREAS, a resolution adopted by the City Council of Shoreview on January 7, 2013, fixed a date for a Council Hearing on the proposed improvements of County Road D and Cottage Place by reconstructing streets, replacement of water main, repair of sanitary sewer, installing concrete curb & gutter, installing storm sewer collection and treatment, and street lights; and

WHEREAS, the Council finds the proposed improvements necessary and cost effective; and

WHEREAS, ten days' mailed notice of the Hearings were given, and the hearing was held thereon on the 22nd day of January 2013, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SHOREVIEW, MINNESOTA,

1. That the improvements relating to the reconstruction of said streets, City Projects 13-01A & 13-01B, is hereby ordered; and that the City Engineer or his assigns is hereby designated as the Engineer for this improvement. He shall prepare plans and specifications for the making of such improvements.

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof;

and the following voted against the same: .

WHEREUPON, said resolution was declared duly passed and adopted this 22nd day of January 2013.

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)
)
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 22nd day of January 2013, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to authorizing the preparation of plans and specifications for City Projects 13-01A & 13-01B.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 23rd day of January 2013.

Terry Schwerm
City Manager

SEAL

PUBLIC HEARING AGENDA

Purpose: RED FOX ROAD
IMPROVEMENTS
CITY PROJECT 12-04

Published Time: 7:00 P.M.

Published Date: JANUARY 9 & 16, 2013

Affidavit of Publication: JANUARY 9, 2013

Review of Affidavit of Publication
by City Attorney: _____

Open Public Hearing - Time: _____

Hearing Discussion

MOVED TO CLOSE PUBLIC HEARING

BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
JANUARY 22, 2013

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 13-09 directing the preparation of plans and specifications and ordering the improvements for the Red Fox Road Improvements, City Project 12-04.

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
JANUARY 22, 2013

TO: MAYOR, CITY COUNCIL AND CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: JANUARY 15, 2013

SUBJ: RED FOX ROAD IMPROVEMENTS, CITY PROJECT 12-04
PUBLIC HEARING & AUTHORIZATION TO PREPARE PLANS &
SPECIFICATIONS

INTRODUCTION

At its December 17, 2012 meeting, the City Council received the feasibility report and called for a public hearing for the proposed improvements for the Red Fox Road Improvements, City Project 12-04. The project includes Red Fox Road from Lexington Avenue east to the dead end, as shown on the attached map.

The feasibility report outlined the existing conditions, proposed improvements, estimated project costs, and estimated assessments for the proposed reconstruction. After the public hearing, action by the City Council is required to authorize the City Engineer to prepare plans and specifications and order the proposed projects to proceed.

DISCUSSION

In mid-November City staff prepared a draft feasibility report and supplied it to the businesses located along Red Fox Road. Comments from the business were generally positive and supportive of the proposed improvements.

BACKGROUND

On May 21, 2012, the City Council initiated the Red Fox Road Improvement Project by directing the City Engineer to prepare a feasibility report describing the existing conditions and the proposed improvements. Design concepts for the reconstruction have been discussed and the proposed project has been presented to the affected properties.

The previously received feasibility report provided details of the existing condition of the project infrastructure. In summary:

- Traffic movement on Red Fox and at the intersection at Lexington Avenue does not operate in a safe and congestion free manor. Due to the configuration of the road and spacing of access points for the businesses located along the road there are issues with traffic flow that cause congestion and delays, especially during peak traffic times. At times traffic from Red Fox backs up onto Lexington Avenue causing traffic delays on the

County road. The traffic flow issues are expected to worsen with the additional development that is occurring at the east end of the roadway. An aerial view of the existing Red Fox Road/Lexington Avenue intersection is attached at the end of this report.

- The project area is served by the City's municipal water and sanitary sewer system. The existing water main consists of cast iron pipe, which is relatively brittle material and prone to breaks.
- Storm water runoff from 1/3 of the site is collected and discharged to a storm pond owned and operated by Target. The remaining runoff is directed to a ditch located on Lexington Avenue.
- There is a 6-foot wide concrete sidewalk located on the south side of the road that extends from Lexington Avenue approximately 500-feet to the east.
- Street lights adjacent to the road are owned by the City and consist of metal poles, cobra-head light fixtures with 100-watt high-pressure sodium bulbs, and power supplied by underground lines.

The previously received feasibility report proposed the following improvements for the reconstruction projects. A preliminary drawing showing the proposed improvements is attached at the end of this report.

- Widening the roadway to accommodate a middle turn lane.
- Installation of a cul-de-sac at the east dead end of the roadway.
- Widening of the road near the intersection of Lexington Avenue to accommodate an additional turn lane and a concrete median.
- Reconstruct and/or rehabilitation of the asphalt roadway to a 9-ton design.
- Relocating and upgrading the traffic signal on the SE corner of the Red Fox Road and Lexington Avenue intersection.
- Replacement and relocation of the water main systems.
- Relocation of a portion of the sanitary sewer.
- Installation of a storm water collection system consisting of a series of catch basins, catch basin manholes, and underground piping.
- Installation of storm water treatment infrastructure that meet the requirements of the Rice Creek Watershed District.
- Replacement of 100-watt high-pressure sodium cobra head fixtures with 40-watt LED cobra head fixtures on the existing street lights and installation of an additional street light at the end of the cul-de-sac.

The feasibility report included two storm water management options. The first alternative would require the City to assume operation and maintenance jurisdiction of the existing Target storm water pond. City staff has met with representatives from Target to discuss the possibility of the City taking over jurisdiction of the existing pond. The second alternative consists of collection and treating the storm water within the Red Fox Road right of way.

The estimated construction costs for the two storm water management alternatives vary significantly and have a direct affect on how the asphalt surface of the road will need to be improved. The first alternative has a significantly higher construction cost for the storm water infrastructure, but disturbs less of the road surface allowing a majority of the existing asphalt to be rehabilitated at a lower cost. The second alternative has a lower construction cost for the storm water infrastructure, but disturbs a much larger portion of the roadway requiring a complete reconstruction of the road surface at a higher cost.

Staff is continuing to work with Target representatives on the potential acquisition of the pond. Staff believes it would be the best alternative if it can be accomplished in a timely manner since it would minimize the disruption to traffic in the area. Staff is planning to bid this project in late winter and is planning to have it completed by late summer prior to Trader Joes opening. However if the Target pond cannot be acquired to meet this deadline the project can be bid with the alternate storm water scenario. The selected storm water alternative will be reflected in the final plans and specifications.

ASSESSMENTS

Assessments proposed for these proposed improvements will be administered in accordance with Minnesota Statutes, Chapter 429, the City of Shoreview Street Renewal Program Unit Assessment Policy dated March 7, 1986, and Storm Sewer Assessment Policy dated March 17, 1980.

A detailed list and map of commercial properties with proposed assessments for the improvements is attached at the end of this report.

Street

Total assessed cost for street improvements	\$ 117,195
Estimated street assessment amount	Dependant on curb footage

Storm Sewer

Total assessed cost of storm sewer	\$ 108,285
Estimated storm water assessment amount	Dependant on lot size (\$0.105/sf)

The final assessment amounts for the properties adjacent to Red Fox Road will be determined at the completion of the project. Assessment amounts may be reduced in consideration of easements, property, and access management as provided to the City by the adjacent property owners as required to complete the project.

COSTS

A detailed cost estimate for the proposed improvements was presented in the feasibility report. The cost estimate is based on construction prices experienced for similar improvements and includes an additional 25% to cover non-construction costs associated with the project such as; engineering, legal, administrative costs, and construction contingencies.

Two cost estimates were presented in the feasibility report based on the two storm water management alternative. The estimated total project cost for each alternative is listed below:

Alternate #1 – Storm Water Treatment - Pond

Street	\$ 414,144
Water Main	\$ 209,016
Sanitary Sewer	\$ 57,131
Storm Sewer	\$ 690,969
Traffic Signal	\$ 60,000
Street Lights	<u>\$ 46,000</u>
Total Project Cost – Alternative #1	\$ 1,477,260

Alternate #2 – Storm Water Treatment – Underground Filtration

Street	\$ 615,981
Water Main	\$ 209,016
Sanitary Sewer	\$ 57,131
Storm Sewer	\$ 345,219
Traffic Signal	\$ 60,000
Street Lights	<u>\$ 46,000</u>
Total Project Cost – Alternative #2	\$ 1,333,347

FINANCING

The funding sources for each alternative are listed below:

Alternate #1

Street	
Street Renewal	\$ 346,949
Assessments	\$ 67,195
Water	
Water Fund	\$ 209,016
Sanitary Sewer	
Sewer Fund	\$ 57,131
Storm Sewer	
Surface Water Fund	\$ 517,684
TIF	\$ 65,000
Assessments	\$ 108,285
Traffic Signal	
Assessments	\$ 50,000
TIF	\$ 10,000
Street Lights	
Street Light Fund	\$ 23,500
TIF	\$ 22,500

Alternate #2

Street	
Street Renewal	\$ 548,786
Assessments	\$ 67,195
Water	
Water Fund	\$ 209,016
Sanitary Sewer	
Sewer Fund	\$ 57,131
Storm Sewer	
Surface Water Fund	\$ 171,934

TIF	\$ 65,000
Assessments	\$ 108,285
Traffic Signal	
Assessments	\$ 50,000
TIF	\$ 10,000
Street Lights	
Street Light Fund	\$ 23,500
TIF	\$ 22,500

PROPOSED PROJECT SCHEDULE

If the project is ordered to proceed, the proposed schedule is as follows:

Council Approve Plans and Specifications	February 19, 2013
Bid Opening	March 14, 2013
Council Award Contract	March 18, 2013
Construction Start	May 2013
Construction Complete	August 2013
Assessment Hearing	August 2014

RECOMMENDATION

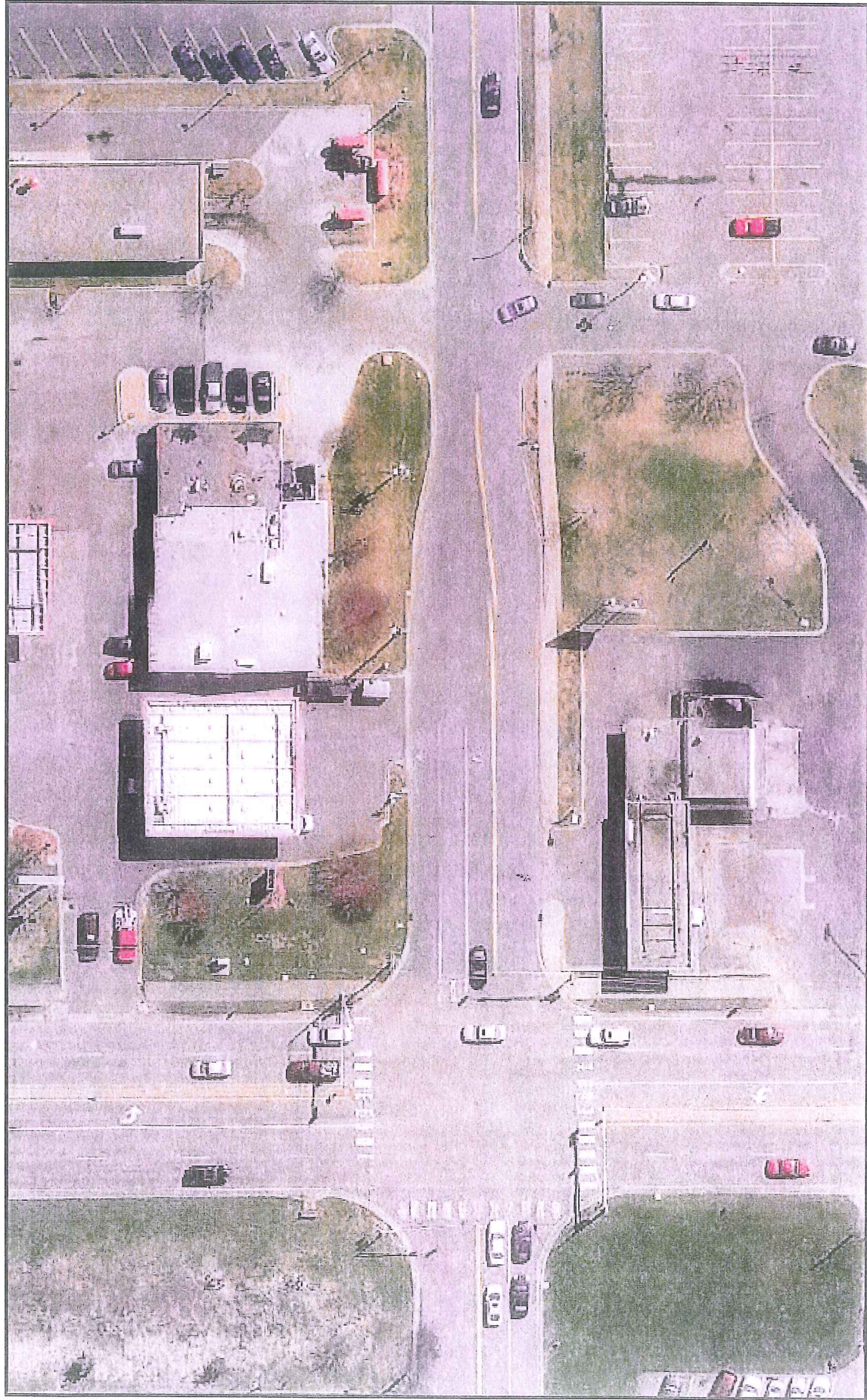
It is recommended that the City Council hold the public hearing and adopt Resolution No. 13-09, directing the City Engineer to prepare plans and specifications and order the proposed improvements for the Red Fox Road Improvements, City Project 12-04



CITY PROJECT 12-04

Map showing Island Lake area with streets including Chatsworth St., Gramsie Rd., Island Lake Ave., Victoria St., and others. The map also indicates the Soo Line Railroad and County Road E. A red circle highlights a specific area near Red Fox Rd. and Target Rd.

NO SCALE



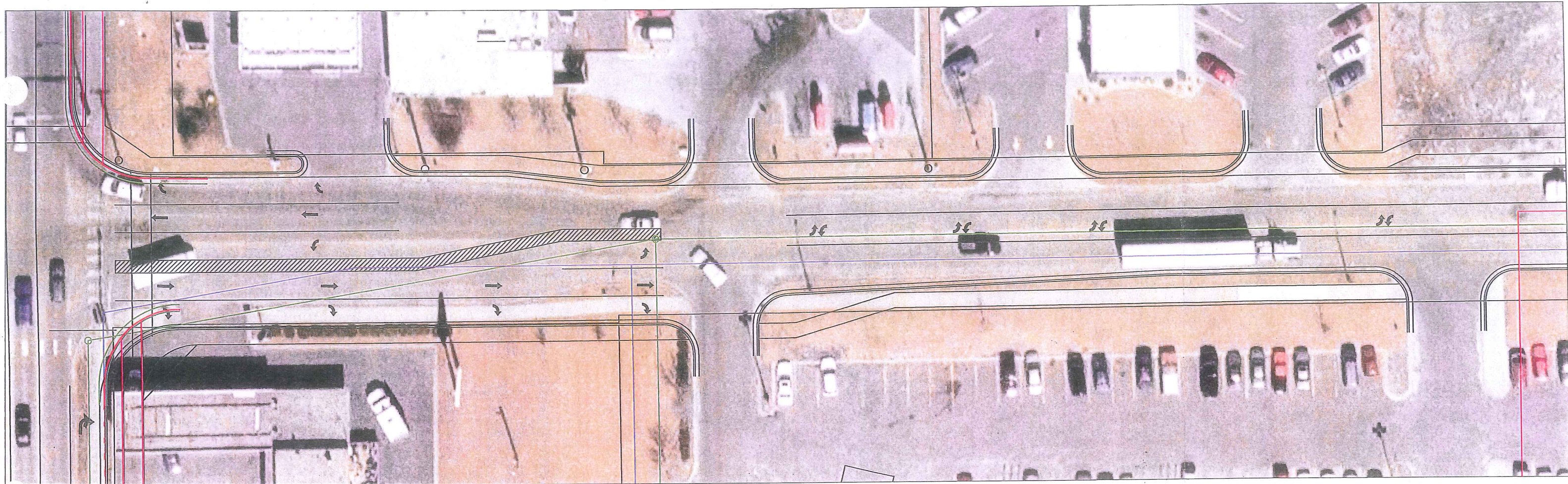
104.6 0 52.31 104.6 Feet

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© Ramsey County Enterprise GIS

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 628







RED FOX RD-ASSESSABLE PROPERTIES



tlh 12/12/12

1:2,638



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

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RED FOX RECONSTRUCTION
PROJECT 12-04

Proposed Storm Assessments

Property Address	PIN	Description	Area	Charge/sf*	Total Assessment	Amount Assessed
3800 Lexington Ave	263023320011	Target	626,393	\$0.105	\$65,771	\$65,771
3836 Lexington Ave	263023320012	TCF	33,977	\$0.105	\$3,568	\$3,568
3854 Lexington Ave	263023230012	Exxon Station	88,427	\$0.105	\$9,285	\$9,285
1000 Red Fox Road	263023310005	Golf Course**	35,500	\$0.105	\$3,728	\$3,728
1001 Red Fox Road	263023230017	Future Credit Union	48,787	\$0.105	\$5,123	\$5,123
1021 Red Fox Road	263023230016	Retail Center	64,033	\$0.105	\$6,723	\$6,723
1041 Red Fox Road	263023230015	Trader Joes	90,605	\$0.105	\$9,514	\$9,514
1051 Red Fox Road	263023230013	Wendys	43,560	\$0.105	\$4,574	\$4,574
Total Stormwater Assessment						\$108,285

* Based on City stormwater policy, Indirect benefit for commercial properties = \$0.105/sf

** Parking lot area

Proposed Street Assessments

Property Address	PIN	Description	Front Footage/lf	% of Total Footage	Assessed Street Cost*	Total Assessment	Amount Assessed
3800 Lexington Ave	263023320011	Target	780	35	\$117,142	\$40,992	\$40,992
3836 Lexington Ave	263023320012	TCF	195	9	\$117,142	\$10,248	\$10,248
3854 Lexington Ave	263023230012	Exxon Station	305	14	\$117,142	\$16,029	\$16,029
1000 Red Fox Road	263023310005	Golf Course	145	7	\$117,142	\$7,620	\$7,620
1001 Red Fox Road	263023230017	Future Credit Union	55	2	\$117,142	\$2,890	\$2,890
1021 Red Fox Road	263023230016	Retail Center	234	10	\$117,142	\$12,298	\$12,298
1041 Red Fox Road	263023230015	Trader Joes	336	15	\$117,142	\$17,658	\$17,658
1051 Red Fox Road	263023230013	Wendys	180	8	\$117,142	\$9,460	\$9,460
Total Street Assessment							\$117,195

* Estimated construction costs for widening Red Fox Road at the Lexington Ave intersection, traffic signal improvements, concrete median, widening Red Fox for center turn lane, and replacement of concrete curb and gutter.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD JANUARY 22, 2013**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on January 22, 2013, at 7:00 p.m. The following members were present:

;

and the following members were absent :

Council member introduced the following resolution and moved its adoption.

**RESOLUTION NO. 13-09
AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS
FOR THE
RED FOX ROAD IMPROVEMENTS
CITY PROJECT 12-04**

WHEREAS, a resolution adopted by the City Council of Shoreview on January 7, 2013, fixed a date for a Council Hearing on the proposed improvements of Red Fox Road by reconstructing/rehabilitating the asphalt roadway, replace and relocate the water distribution system, relocate a portion of the sanitary sewer, and install a storm sewer collection and treatment system; and

WHEREAS, the Council finds the proposed improvements necessary and cost effective; and

WHEREAS, ten days' mailed notice of the Hearings were given, and the hearing was held thereon on the 22nd day of January 2013, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SHOREVIEW, MINNESOTA,

1. That the improvements relating to the reconstruction of said streets, City Project 12-04, is hereby ordered; and that the City Engineer or his assigns is hereby designated as the Engineer for this improvement. He shall prepare plans and specifications for the making of such improvements.

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof;

and the following voted against the same: .

WHEREUPON, said resolution was declared duly passed and adopted this 22nd day of January 2013.

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)
)
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 22nd day of January 2013, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to authorizing the preparation of plans and specifications for City Project 12-04.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 23rd day of January 2013.

Terry Schwerm
City Manager

SEAL

PROPOSED MOTION

MOTION BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To adopt Resolution 13-10 authorizing participation in the Minnesota GreenStep Cities program.

ROLL CALL: **AYES** _____ **NAYS** _____

Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Regular City Council Meeting
January 22nd, 2013

TO: Mayor, City Council, City Manager

FROM: Jessica Schaum, Environmental Officer

DATE: January 22nd, 2013

SUBJECT: Resolution 13-10 to participate in the Minnesota GreenStep Cities program

INTRODUCTION

In keeping with the City's commitment to maintaining a high quality environment, the City is attempting to measure and analyze its existing environmental efforts. The Minnesota GreenStep Cities program supports and recognizes implementation of sustainable development best practices taken by Cities.

BACKGROUND

The Minnesota GreenStep Cities is a voluntary challenge, assistance and recognition program to help cities achieve their sustainability and quality-of-life goals. The public-private partnership is guided by the Minnesota Department of Commerce and Pollution Control Agency. This free continuous improvement program is based upon 28 best practices. Each best practice can be implemented by completing one or more actions at a 1, 2 or 3-star level, from a list of four to eight actions. There are 168 possible actions that range from urban forests to surface water quality to community engagement. These 168 actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation.

GreenStep Cities is action oriented and allows flexibility with each best practice. It gives credits for actions the City has already taken and identifies possible future actions. Benefits of participating include more efficient buildings, lower energy costs, cleaner air and water, connecting jobs and homes, and local renewable energy production among others. Approximately 50 other cities have joined and are recognized annually at the June League of Minnesota Cities annual conference.

The City began the inventory for the GreenStep Cities program with the help of a graduate student group from a sustainability course at the Minnesota State University Mankato. Three students reviewed City documents and plans and interviewed City staff during the fall semester of 2012 to complete the inventory. According to the findings, Shoreview has completed 22 of 28 best practices outlined by the program already, and has also completed 62 of 168 possible action steps.

Based on this inventory, it appears Shoreview meets the criteria to become a Step 3 City – the highest designation possible at this time. Only 4 other cities have achieved this designation of the Step 3 level to date (Edina, Eagan, Falcon Heights, St. Anthony). The program is in the process of creating guidelines to become a Step 4 City.

To formally participate, the City Council must adopt a resolution and staff will then send the inventory checklist to the Minnesota Pollution Control Agency for formal verification. The inventory will show where the City could create targets, focus education efforts, or where other best management practices may be used to further reduce the City's environmental impacts.

The Environmental Quality Committee reviewed the GreenStep Cities program at their March 2012 meeting with program staff, and again at the November 2012 when the graduate student group revealed their inventory findings. The Environmental Quality Committee made a recommendation to the City Council that the City participate in this program. The Committee felt that this program is consistent with the steps Shoreview has previously taken, and would demonstrate the impact and breadth of the City's efforts towards environmental sustainability in a cohesive way.

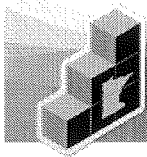
The City Council also reviewed the program at the January 14th workshop meeting.

RECOMMENDATION

It is recommended that the City Council approve Resolution 13-10 to participate in the Minnesota GreenStep Cities program.

Attachments:

- 1) GreenStep Cities overview
- 2) Resolution 13-10



Minnesota GreenStep Cities

GreenStep Cities is an assistance program for all Minnesota cities that supports and recognizes implementation of 28 sustainable development best practices.

The best practices focus on cost savings and energy use reductions that lead cities beyond compliance and encourage a culture of innovation.

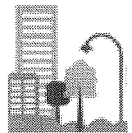
Cities that implement a minimum number of best practices, organized into five categories below, will be recognized as a GreenStep City. Each best practice can be implemented by completing one or more specific actions from a list of four to eight actions. A city's accomplishments are recognized on the GreenStep website. Implementation of additional best practices will garner additional recognition.

Visit www.MnGreenStep.org to learn more about this program, to see what cities have accomplished, and to understand how your city can become involved.

GreenStep's 28 Best Practices

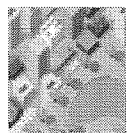
Buildings and Lighting

1. **Efficient Existing Public Buildings:** Assess and finance energy and sustainability improvements of existing structures.
2. **Efficient Existing Private Buildings:** Assess and finance energy and sustainability improvements of existing structures.
3. **New Green Buildings:** Construct new buildings to meet or qualify for a green building standard.
4. **Efficient Building & Street Lighting and Signals:** Improve the efficiency of public and private lighting and signals.
5. **Building Reuse:** Create economic and regulatory incentives for redeveloping and repurposing existing buildings before building new.



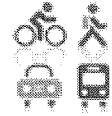
Land Use

6. **Comprehensive Plan and Implementation:** Adopt a Comprehensive Plan and tie regulatory ordinances to it.
7. **Efficient City Growth:** Promote financial and environmental sustainability by enabling and encouraging higher density housing and commercial land use.
8. **Mixed Uses:** Develop efficient and healthy land patterns.
9. **Efficient Highway-Oriented Development:** Adopt commercial development and design standards for highway road corridors.
10. **Conservation Design:** Adopt development ordinances or processes that protect natural systems.



Transportation

11. **Complete Green Streets:** Create a network of multimodal green streets.
12. **Mobility Options:** Promote active living and alternatives to single-occupancy car travel.
13. **Efficient City Fleets:** Implement a city fleet investment, operations and maintenance plan.
14. **Demand-Side Travel Planning:** Use Travel Demand Management and Transit-Oriented Design.



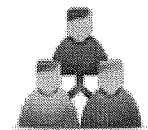
Environmental Management

15. **Purchasing:** Adopt an environmentally preferable purchasing policy.
16. **Urban Forests:** Increase city tree and plant cover.
17. **Efficient Stormwater Management:** Minimize the volume of and pollutants in rainwater runoff.
18. **Parks and Trails:** Enhance the city's green infrastructure.
19. **Surface Water Quality:** Improve local water bodies.
20. **Efficient Water and Wastewater Facilities:** Assess and improve drinking water and sewer facilities.
21. **Septic Systems:** Implement an effective management program for decentralized wastewater treatment systems.
22. **Solid Waste Reduction:** Increase waste reduction, reuse and recycling.
23. **Local Air Quality:** Prevent generation of local air contaminants.



Economic and Community Development

24. **Benchmarks & Community Engagement:** Adopt outcome measures for GreenStep and other city sustainability efforts, and engage community members in ongoing education, discussion, and campaigns.
25. **Green Business Development:** Support the expansion of the green business sector in your city.
26. **Renewable Energy:** Remove barriers to and encourage installation of renewable energy generation capacity.
27. **Local Food:** Strengthen local food and fiber production and access.
28. **Business Synergies:** Network/cluster businesses to achieve better energy, economic and environmental outcomes.



Minnesota GreenStep Cities grew out of a report to the 2009 Legislature. The program is governed by a public-private partnership of state agencies and non-governmental organizations and is led by the MPCA.



**RESOLUTION 13-10
CITY OF SHOREVIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**

**A RESOLUTION AUTHORIZING THE CITY OF SHOREVIEW
TO PARTICIPATE IN THE MINNESOTA GREENSTEP CITIES PROGRAM**

WHEREAS, Minnesota GreenStep Cities is a voluntary challenge, assistance and recognition program to help cities achieve their sustainability and quality-of-life goals. GreenStep is a free, continuous improvement program, managed by a public-private partnership, and based upon 28 best practices. Each best practice can be implemented by completing one or more actions at a 1, 2 or 3-star level, from a list of four to eight actions. These actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation; and

WHEREAS, the City of Shoreview has been proactive in pursuing sustainable practices and has appointed an Environmental Quality Committee which provides recommendations to the City Council on issues relating to the environment, water quality and solid waste. The Committee's duties include reviewing development proposals for environmental concerns; storm water quality; and forestry, providing input into the local watershed planning process; studying solid waste disposal and recycling; and providing educational programs and information to the public on environmental issues.;

WHEREAS, and uncertainty in energy prices and the transition away from fossil fuel energy sources present new challenges and opportunities to both the City of Shoreview and to the economic health of its citizens and businesses; and

WHEREAS, climate changes have been observed in Minnesota and have the potential to negatively impact local, regional and state economies; infrastructure development; habitat; ecological communities, including native fish and wildlife populations; spread invasive species and exotic diseases; reduce drinking water supplies and recreational opportunities; and pose health threats to our citizens; and

WHEREAS, local governments have the unique opportunity to achieve both energy use and climate change gas reductions and cost savings through building and facilities management; land use and transportation planning; environmental management; and through economic and community development; and

WHEREAS, efforts to address energy and climate issues provide an opportunity to move toward energy self-reliance and greater community resiliency and quality of life; provide environmentally healthy and cheaper-to-operate public buildings; encourage new economic development and local jobs; and support local food and renewable energy production; and

WHEREAS, steps taken toward sustainable solutions aim to improve community quality of life, building community capital and increasing government efficiency, accountability and transparency; and

WHEREAS, Minnesota Session Laws 2008, Chapter 356, Section 13 directed the Minnesota Pollution Control Agency ("MPCA") and Office of Energy Security in the Department of Commerce ("Office of Energy Security"), in collaboration with Clean Energy Resource Teams ("CERTs"), to recommend municipal actions and policies that work toward meeting the State's greenhouse gas emissions reduction goals; and

WHEREAS, the Next Generation Act of 2007, Minnesota Session Laws 2007 - Chapter 136:

- (1) sets State greenhouse gas emissions reduction goals of cutting emissions to 15 percent below 2005 levels by 2015, 30 percent below 2005 levels by 2025, and 80 percent below 2005 levels by 2050;
- (2) sets a State energy conservation goal of achieving annual energy savings equal to 1.5 percent of annual retail energy sales of electricity and natural gas;
- (3) establishes an energy policy goal that the per capita use of fossil fuel as an energy input be reduced by 15 percent by the year 2015, through increased reliance on energy efficiency and renewable energy alternatives;
- (4) establishes an energy policy goal that 25 percent of the electricity used in the state be derived from renewable energy resources by the year 2025; and

WHEREAS, a broad coalition of public and private stakeholders including the League of Minnesota Cities, the MPCA, Office of Energy Security and CERTs responded to the 2008 legislation by establishing the Minnesota GreenStep Cities program to provide a series of sustainable development best practices focusing on local government opportunities to reduce energy use and greenhouse gases; and

WHEREAS, the Minnesota GreenStep Cities program assists in facilitating technical assistance for the implementation of these sustainable development best practices; and

WHEREAS, the Minnesota GreenStep Cities program provides cost-effective sustainable development best practices in the following five categories: (1) Buildings and Lighting; (2) Transportation; (3) Land Use; (4) Environmental Management; and (5) Economic and Community Development;

NOW, THEREFORE, be it resolved that the City Council of the City of Shoreview does hereby authorize the City of Shoreview (the "City") to participate in the free and voluntary Minnesota GreenStep Cities program. Be it further resolved that the City:

- 1) Appoints Jessica Schaum to serve as the City's GreenStep coordinator to facilitate best practice implementation; and
- 2) Will facilitate the involvement of community members, civic, business and educational organizations, and other units of government as appropriate in the planning, promoting and implementing of GreenStep Cities best practices; and
- 3) Grants to the GreenStep program's buildings advisor read-only access to the city's B3 Benchmarking Database, so as to facilitate analysis and cost-savings advice to the city regarding its buildings' energy use; and
- 4) Will claim credit for having implemented and will work at its own pace toward implementing at least 12 required and optional GreenStep best practices that will result in energy use reduction, economic savings, quality of life improvement and reduction in the community's greenhouse gas footprint. A summary of the city's implementation of best practices will be posted on the Minnesota GreenStep Cities web site.

By: _____
Mayor

ATTEST:

City Administrator/ Manager/ Clerk

Date: _____